2b Working life - The meeting

Vocabulary

1. Can you explain the differences between these words?

ددغو ویوکو ترمنځ توپیرونه تشریح کولای شې؟

Document   Spreadsheet   Database   Folder   File

Vocabulary

2. When you learn a verb, you must be careful to check what kind of language can follow that verb. This is known as the verb pattern. Put the correct verb in each pattern below.

کله مو چې یو فعل زده کړ، پام وکړی چې له هغه وروسته په جمله کې څه ډول ژبه کارېږي. دې جوړښت ته د فعلي جوړښت ډول وايي. لاندېني فعلونه د هغوی په وړفعلي جوړښتونو کې ولیکی.

ask   be   give   matter   suggest

a. To ________ an idea to someone.
b. To ________ someone to do something.
c. To ________ someone an overview of the problems.
d. To ________ available all the time.
e. To ________ if we are late.

Listening / Reading

3. Read / Listen to the following dialogue and answer the questions.

لاندېنيو خبرو اترو ته غوږ ونیسی\ولولی او پوښتنو ته ځوابونه ورکړی.

At the UN office in Mazar-al-Sharif, the senior manager wants to change working practices. As usual in an office, not everyone agrees with the changes.

د ملګرو ملتونو د مزارشریف په دفتر کې د اداري مخورمشر غواړي چې د کار په ډول کې بدلون راولي. د تل په شان د بدلونونو سره ټول هم نظره نه دي.

a. What change does the senior manager suggest?
b. Why does he want to make this change?
c. Why does Dominique ask Makai to do her copies?
d. Does Dominique think the senior manager's second idea is a good one?

<u>The UN office, Mazar-al-Sharif</u>

Senior Manager (SM):	Thank you all for coming to the meeting. I want to suggest some changes to the way we run the office. Currently, we ask Makai to do all the photocopying, don't we?
All of the staff:	Yes, we do.
SM:	Well, I think we should all do our own photocopying so that Makai can work without interruptions on a new report.
Dominique:	What's the report about, Makai?
Makai:	It's about the refugee situation in this area.
SM:	We need the report to decide how much money we need for next year. In order to prepare it quickly, it's important that Makai works without interruptions. So, do you all agree that we do our own photocopying?
Some of the staff:	Yeah. Why not?
Dominique:	Actually, I'm not so sure that it is a good idea. I ask Makai to do my photocopying so that I can do my work efficiently. My work is important too. I need to be available all the time in order to deal with phone calls. I need to be at my desk to answer the phone.
SM:	Yes, that's true Dominique. Perhaps we should buy an answering machine, so that it won't matter when you're away from your desk.
Dominique:	An answering machine?!

Function

4. Talking about reasons and purposes دليل ويل او د يوې موخې په اړه غږېدل

These example sentences all use language to give the reason or purpose for doing something. Notice the slight differences in the language that follows the linking words, which describes the reason.

دا بېلګې ټولې د يوه کار د کولو دليل او يا موخو په اړه د غږېدو ژبه ښيي. د ارتباطي ويوکو (کليمو) څخه وروسته د کاربدلې ژبې توپيرته پام وکړئ چې د يوه کار دکولو دليل ښيي.

I need to be at my desk **so that** I can answer the phone.
I need to be at my desk **in order to** answer the phone.
I need to be at my desk **to** answer the phone.

Practice

5. Answer these questions using the different ways to give reasons.

دې پوښتنو ته د بېلا بېل دليل ويلو له لارې ځواب ووايئ.

a. *Why are you learning English?*
So that I...
In order to...
To...

b. *Why do we need a democratic government?*
So that we...
In order to...
To...

Practice

6. Complete these sentences in an appropriate way.

داجملې په وړ ډول پوره کړئ.

a. The UN is in Afghanistan...
b. I want to get a job with an NGO...
c. Refugees went to Pakistan...
d. We need to rebuild the roads...

Afghan voices

7. Listen to Helena talking about her work in the English Resource Centre in Kabul University. She is a coordinator. What are her duties?

هېلېنا ته غوږ ونيسئ چې د کابل په پوهنتون کې د انګليسي ژبې د زده کړې دمنابعو په مرکز کې کارکوي. هغه د کارونو همغاړه کوونکې ده. د هغې دندې څه دي؟

Look after the accounting	Manage the Centre when her boss is absent
Service the computers	Manage the building repairs
Give feedback to her boss	Manage the room bookings for seminars
Have meetings with Ministers	Do research

Listening / Reading

The Tale of the Versatile Tie

This story is for you to enjoy. As you read or listen to each part, find the answers to the questions. There are more ideas for further practice at the end of the story.

دا کيسه ستاسو له پاره غوره شوې چې خوند ترې واخلی. د هغې د هرې برخې د لوستلو په مهال کې هڅه وکړی چې پوښتنو ته ځوابونه بیامومی. د ډېر تمرين له پاره د کيسې په پای کې نورې مفکورې هم راغلې دي.

1 Rasool did not want to hug his brother and sister as he left his home. What was the reason?

2 Why did Rasool walk straight into the European man and knock him over?

3 The story is called "The Tale of the Versatile Tie". In what unusual way is the tie used?

4 Why was Rasool immediately offered a job?

Rasool straightened his tie and his mother patted him on the shoulder.
"It is important to look smart. You should make a good impression", she said. "Don't let your clothes get dirty".
He smiled and waved goodbye. He was nervous ahead of his first interview with the UN.
His little brother and sister came round the corner. They were covered in dust and dirt from playing outside.
"Rasool, a hug before you go", they shouted.
Rasool saw their dirty hands and thought of his clean suit.
"No! That is a silly childish thing. Go indoors now."
Freshta and Masood stopped still, and looked about to cry. Rasool turned and left the yard. He was glad he had saved his suit.

Rasool turned to check his brother and sister were not following him. Because he was looking behind, he didn't see the European man with red hair, who was standing by the road, holding a smart briefcase. Rasool walked straight into him and knocked him over.
The man's briefcase landed in the road.
"Oh my goodness, I am so sorry" said Rasool.
"Don't worry. Where's my case?" asked the European man.
They both looked into the road, just as a taxi drove past. CRACK CRUNCH.
"No!" they cried together.
The taxi had run over the briefcase and broken the lock. The papers began to fly on the wind.

Rasool and the man gathered the papers, but the briefcase would not lock shut.
"What am I going to do? I have such a busy day today", said the European man.
Rasool felt very guilty. His vanity about his suit had led to this incident.
"Here, take my tie. I think you should use it to hold your briefcase together."
"Oh no, I couldn't", replied the man.
Rasool thought quickly. "My father has a tie shop. Please, take my tie."
The man accepted Rasool's kind offer, and fixed his briefcase with the tie.
"Thank you. I mustn't lose any of these papers. Thank you" said the man.
"Not at all, it was my fault. I am sorry", said Rasool.

Rasool walked sadly to his interview. He had no money to buy a new tie. Now he would not look smart. Now he would make a bad impression. Outside the office he still could not cheer up. A voice called him to come in. Rasool entered the room slowly. There, behind the desk, was the European man with red hair. On the desk, there was a once smart but now broken briefcase, which was held together by a tie. The two men looked at each other and smiled broadly. The European man spoke first.
"Sit down. Now tell me, when can you start?"

Role play: Imagine and then act out some scenes from this story with a friend. For example, the conversation between Rasool and the European man in the street and later at the interview.

Storytelling: The Versatile Tie means the tie with many uses. Think of a new story about a hat, a coat or a bag with many uses.

3a Transport and infrastructure - On the road

Vocabulary

1. The road network is divided into three categories: primary, secondary and tertiary. The secondary and tertiary roads connect towns and villages in rural areas. The primary road network connects cities and countries. In Afghanistan, there are three types of primary road:

1: The Kabul – Herat highway 2: The National Ring Road
3: The international roads

Match each primary road to its description below.

دلاندې لویو لارو د توضیح مخې ته د اړوند واټ نوم ولیکئ.

a. This road connects the principal cities, in the east (Kabul), the south (Kandahar) the West (Herat), and the north (Mazar-al-Sharif)
b. These seven roads provide important connections between the National Ring Road and international borders with neighbouring countries.
c. This road makes a West - East connection across the country via Chaghcharan.

Vocabulary

2. The following passage describes why roads are important. Put the words in the correct gaps.

دالاندې متن د واټونو ارزښت ښيي. په تشو ځايونو کې وړ ويوکي(کلېمې) وليکئ.

asphalt	country	enormous	goods	
land	infrastructure	maintenance	reconstruction	unity

Roads are the only form of **(a)** ____ transport in Afghanistan and all **(b)** ____ moved in the country have to go by road. The restoration of a functioning economy therefore requires an effective road **(c)** ____. The highway network has been neglected for over twenty years and the task of rebuilding is **(d)** ____. In addition, this network is a symbol of national **(e)** ____ and the economic interdependence of the various parts of the **(f)** ____. **(g)** ____of the highway will encourage the growth of Afghan companies providing transport services for construction and **(h)** ____. Current priorities include covering main roads with **(i)** ____, repairing bridges and tunnels and increasing the number of roads for villages.

Listening / Reading

3. Aseel works in a regional department of the MPW. He is in a meeting with a foreign road building contractor, Sam, and they are discussing the priorities for the local road network. There are three important jobs that need doing.

اصيل دفوايدعامې د وزارت په يوې سيمه ييزې څانګې کې کار کوي. هغه د يوه بهرني واټ جوړوونکي، سام، سره غونډه لري او د سيمه ييزو واټونو په لومړيتوبونو غور کوي. درې ارزښتمنې دندې شته چې ښايي ترسره شي.

a. The bridge over the river needs repairing.
b. The local section of the main highway needs covering in asphalt.
c. Roads to the small villages need building.

Read / Listen to the discussion. Which jobs do they decide to do first, second and third?

دهغوی خبروته غوږ ونیسئ\ ولولئ. کوم کارهغوی لومړی کوي، ورپسې بیا کوم کار او تر ټولو وروسته کوم کار کوي؟

MPW office, Herat

Sam: So, Aseel, what will happen if we do these jobs? How will things improve locally?

Aseel: At the moment, there are many delays with the delivery of goods from Kabul.

Acronym Quiz

Are you an AE or an AI?

What does **MPW** stand for?

a. Ministry of Public Water
b. Ministry of Public Works
c. Ministry of Public Walks

What do you think?

If we repair the bridge, we'll reduce the delays which are caused by traffic waiting to use the ferry.

Sam: Yes, but if we cover the main highway with asphalt, we'll also reduce delays. Are the delays a problem at the moment?

Aseel: Yes, they are. The delays mean that all our other reconstruction work is slow.

Sam: And what about the village roads?

Aseel: If we build those roads, we'll be able to deliver medical supplies to the villagers more easily. If we wait to do this work, the villagers won't get the supplies they need, especially in winter.

Sam: But, we need good main roads to get all these things from Kabul, don't we?

Aseel: Yes, that's true. Erm, perhaps we should repair the bridge first and then think about the village roads.

Sam: I agree, and we should leave the asphalt work until last.

Function

4. Talking about future possibilities دراتلونکوشونتیاوو په اړه غږېدل

When we discuss the effects of possible future actions we use this language.
کله چې موږ د راتلونکې مهال د شوني کار په اغېز باندې غږېږو نو دا ژبه کاروو.

If we r**epair** the bridge, we **will reduce** delays.
Find other examples in the dialogue. What is the negative of '**will**'?

Practice

5. Look at these sentences. Can you find the mistake in each sentence?
دغو جملو ته پام وکړئ او وګورئ چې څه تېروتنې په کې پیداکولای شئ؟

a. If the snow falls early, we won't to finish the repairs this year.
b. If we fixed the bridge, the number of deliveries will increase.
c. If we build the village roads, the villagers will to get the medicine that they need.

Practice

6. If you make these changes, what will or won't happen? What will or won't you be able to do?
که دالاندې بدلونونه راولئ نو څه کېدونکي دي اوڅه نه دي؟ تاسو به څه وشئ کولای او څه به ونه شئ کولای؟

a. If you study English every day, ...
b. If there is no rain next year, ...
c. If you get a new job with an NGO, ...

Afghan voices

7. Shafiqullah travels all over Afghanistan in his job. How does he travel?
شفیق الله د خپلې دندې د ترسره کولو له پاره په ټول فغانستان کې ګرځي. هغه څه ډول سفر کوي؟

3b Transport and infrastructure - Up, up and away

Ideas and experience

1. How much do you know about Ariana Afghan Airlines?

i. When was the airline established?
   a. 1950 b. 1955

ii. Who designed the airline logo (symbol)?
   a. The Shah of Afghanistan b. PanAm airline designers

iii. What does the logo represent?
   a. a bird b. a plane

iv. Where were the original company headquarters?
   a. Kabul b. Kandahar

v. When was the first jet plane bought by Ariana?
   a. 1958 b. 1968

Listening / Reading

2. Hanif works in the booking office for Ariana Airlines. Megan Jones, a British journalist, calls the office to make a booking. Unfortunately, the telephone line is not clear. Read / Listen to their conversation and answer these questions.

حنیف د اریانا په هوایي کرښې کې کار کوي. مېگن جونز، برتانوی خبریاله دده دفتر ته ټېلېفون کوي چې ټېکټ مخکې له مخکې په خپل نامه کړي. خو په خواشینی سره چې په ټېلېفون کې خبرې سمې نه اورېدل کېږي. د هغوی خبرو اترو ته غوږ ونیسی اولاندېنیو دوو پوښتنو ته ځواب ووایی.

a. When and to where does Megan want to fly?
b. Does she make the booking?

Acronym Quiz

Are you an AE or an AI?

What does **UNHAS** stand for?

a. United Nations Humanity Air Service
b.United Nations Humanitarian Air Service
c. United Nations Helicopter Air Service

What do you think?

Ariana Airlines booking office, Kabul

Megan: Hello, do you speak English?
Hanif: Yes, I do. How can I help?
Megan: I'd like to book two tickets from Kabul to Dubai, to fly on Wednesday next week.
Hanif: I'm sorry, could you say that again? A flight to where?
Megan: To Dubai
Hanif: Dubai. Ok. And when do you want to fly?
Megan: I'm sorry, I didn't catch that, what did you say?
Hanif: When do you want to fly?
Megan: Next Wednesday
Hanif: Right. So, what you want is two tickets to Dubai, travelling next Wednesday.
Megan: Yes, that's right
Hanif: Ok, let me see. One moment please. Oh, I'm afraid we are fully booked on that day.
Megan: I'm sorry, did you say you AREN'T fully booked?
Hanif: No. We ARE fully booked.
Megan: Sorry? What was that? I can't hear you. Hello. Hello!

Function

3. Checking your understanding دیوې خبرې په اړه د خپلې پوهې ارزوول (معلومول)

Complete these ways of asking someone to repeat what they just said. Look at the dialogue to help you.

لاندې جملې ددې په اړه دي چې له چاڅخه څنګه غوښتنه کوی، چې خپله خبره بیا وکړي. دا جملې پوره کړی. د مرستې له پاره د حنیف اومېگن خبرو اترو ته بیا پام کولای شی.

a. I'm sorry, could you **say** that **again**?
b. I'm sorry, I didn't **catch** that, what **did** you say?
c. I'm sorry, **did** you say you AREN'T fully booked'?
d. Sorry? What **was** that?

When you want to check your understanding it is a good idea to repeat the main information. Find the example of this in the dialogue.

کله چې غواړۍ ډيوې خبرې په اړه خپله پوهه وارزووی، ښه خبره داده چې د اخيستې معلومات اصلي برخه تکرار کړی. په خبرو اترو کې ددې کار بېلګې موندلای شی.

When you are getting a lot of information, you should summarise the information to check your understanding. Look at the way we introduce this summary.

کله چې ډېرمعلومات ترلاسه کوی، د خپلې سمې پوهې د ارزوولو په نبت هغه لنډيز کړی. وګورۍ چی موږ معلومات څه ډول په لنډيز وړاندې کوو.

So, what you want is two tickets to Dubai, travelling next Wednesday.

Look at these examples.

So, what you think is that we should fly to Kandahar.
So, what you need is one ticket to Kabul, and two to Dubai.
So, what I should do is take my luggage to the airport and then return to the hotel.

Practice

4. Make summary sentences for the following information. You need to add many words. Look at the example.

د لاندې معلوماتو له پاره د لنډيز جملې جوړې کړی. د يو شمېر ويوکوزياتولو ته اړ ياست. بېلګو ته پام وکړی.

e.g. Need / two single tickets / Frankfurt / three return tickets / Dubai

So, what you need **is** two single tickets **to** Frankfurt **and** three return tickets **to** Dubai.

a. want / return ticket / Kandahar to Mazar-al-Sharif / Saturday/ 29 September
b. need / phone number / flight reservations department / Kabul
c. do / go embassy / collect visa form / complete form / return to embassy
d. think / travel by road / Pakistan / go Faislabad airport / fly New York

Afghan voices

5. Listen to this conversation in an airline booking office and answer the questions.

د هوايي چلن د ټيکټ په دفتر کې خبرو اترو ته غوږ ونيسی او پوښتنو ته ځواب ورکړی.

a. Where and when does the customer want to fly?
b. What is the problem and the potential solution?
c. What does the customer have to do to arrange the flight?
d. By what time must he do that?

4a Refugees, IDPs and housing – Returning home

Ideas and experience

1. One of the effects of the war is the creation of large numbers of refugees and homeless people. How would you describe life for a refugee? What happens and what is life like?

دجګړې يو بد اغېز دادی چې يو زيات شمېر خلک کډې کولو ته اړباسي او يايې بې کوره
کوي. تاسود يوه پناه غوښتونکي ژوند څه ډول تشريح کوی؟ څه پېښېږي او ژوند څه ډول دی؟

Vocabulary

2. What is the difference between an IDP and a refugee? Write your answer in English.

د هېواد د ننه د بې ځايه شوي کس او پناه غوښتونکي ترمنځ توپير څه دی؟ خپلې پوښتنې
په انګليسي ژبه وليکی.

3. Refugees leave their homes because they fear for their lives. In order for them to return to their home province, they need to feel confident that the situation has improved. The UN and MORR (Ministry of Refugees and Repatriation) organise special information gathering trips for displaced people. Read the UN press briefing below and fill the gaps with the best words.

پناه غوښتونکي ددوی ژوند ته د ګواښ له امله له خپلو کورونو څخه ځي. خپلو کورونو ته د بېرته
ستنېدلوله پاره دوی ته ښايي باوري شي چې وضع ښه شوې ده. ملګري ملتونه او دکډوالو د بېرته
ستنېدلو وزارت د بې ځايه شوو کسانو له پاره دمعلوماتود ټولولو ځانګړي سفرونه جوړوي.
د ملګرو ملتونولاندېنی مطبوعاتي پاڼه ولولی. اوتش ځايونه په وړ کلېمو (ويوکو) ډک کړی.

leaders	see	origin	military	representatives
concerns	settlements	work	meetings	situation
information	violence			

Acronym Quiz

Are you an AE or an AI?

What does **UNHCR** stand for?

a. United Nations Head Committee for Refugees
b. United Nations Homeless Co-ordination and Return
c. United Nations High Commission for Refugees

What do you think?

IDP Go-and- (a)____ visit underway in Northwest Afghanistan

An effort to give thousands of IDPs and refugees first-hand **(b)**____ on conditions in their home province, their area of **(c)**____, began today with the arrival in the province of 16 IDP **(d)**____ and the UN refugee agency Chief of Mission, Filippo Grandi.

They will meet with local officials, **(e)**____ commanders, recent returnees and community **(f)**____ to see for themselves the **(g)**____ on the ground and to bring back fresh news to the refugee **(h)**____ and IDP communities. They represent some 15,000 displaced people who resided in the area until inter-community tension and outbreaks of **(i)**____ forced them to flee in late 2001 and early 2002. The meetings will also allow local leaders to hear the **(j)**____ of local residents who have fled the area.

There will also be **(k)**____ with the British Provincial Reconstruction Team officers to find out how the reconstruction **(l)**____ is going.

Listening / Reading

4. Majid Nader is one of the IDP representatives on the go-and-see visit. Read / Listen to him talking to the British Reconstruction Team Officer, David Wilkes, and answer these questions.

مجيد نادر له خپله کوره د بې ځايه شوو کسانو يو استازی دی چې د لاړشی-او- وګوری په سفر تللی
دی. د برتانيې د بيا جوړونې د ډلې، ډيويډ وېلکس سره د هغه خبرې اترې ولولی\ورته غوږ ونيسی او
پوښتنو ته ځواب ووايی.

a. Do the villages now have water?
b. Why is David asking all returnees to register with the British Reconstruction Team?
c. Why does Majid recommend providing houses for teachers?

North west Afghanistan

Majid: Could you tell us how the reconstruction work is going at the moment?
David: Well, we've re-connected the water supply for all the villages and towns. This means that daily life has really improved but there are still many people without homes. However, now we've finished work on the water supply we can help rebuild their homes. Because of this, we think returnees will only have to wait two months for a house.
Majid: That's all good news. Is it safe in the area now?
David: Well, there are still some security concerns. Because of this, we're asking all returnees to register with us. If they do this, they can get information about mines and other security issues. Do you have any suggestions?
Majid: We understand this area needs professional workers, especially teachers.
David: Absolutely, yes.
Majid: Well, we recommend that you provide housing immediately for such people. This would mean that teachers could start work immediately and they would be happier to return. Then, the schools would have teachers and because of that, more people would return to the area.
David: Oh, yes, that's a really sensible suggestion.
Majid: Thank you.

Function

5. Drawing simple conclusions پایلو ته رسېدل

Which of these examples apply to future possible or imaginary situations?
په لاندېنیو کومو جملو کې راتلونکې شونتیا او یا خیالي وضع ښوول شوې ده؟

a. We have re-connected the water supply. **This means that** daily life has improved.
b. There are security concerns. **Because of this**, we ask you to register with us.
c. Give teachers houses immediately. **This would mean that** they could work.
d. The schools would have teachers. **Because of that**, more people would return.

Practice

6. Try to write conclusions for these statements. Watch your grammar – past, present or future? – and use your imagination!
هڅه وکړۍ چې دلاندېنیو ویناوو پایلې ولیکۍ. ګرامري لارو چارو ته به پام کوۍ-تېرمهال،
اوسمهال اویا راتلونکی مهال ته؟ او خپل خیال په کار واچوۍ.

a. There is a shortage of homes.
b. I have been a refugee for 10 years.
c. You should repair the road.
d. We don't know the facts.
e. The water supply is working.
f. There has been a lot of rain this year.

Afghan voices

7. Listen to Farida. Where and when did she learn English?
فریدې ته غوږ ونیسۍ او ووایۍ چې هغې انګلیسي کله زده کړې ده؟

ENGLISH FOR TODAY

AN INTERMEDIATE COURSE FOR AFGHANISTAN

PROPERTY OF ARIC
Established 1989

BRITISH COUNCIL

BBC

4b Refugees, IDPs and housing - Rebuilding

Vocabulary

1. When a refugee returns to their home town or village they often have very few possessions and sometimes they have to rebuild their house. The UNHCR and MORR often provide essential living supplies and house building materials. Look at the vocabulary below and sort it into two categories: **Essential living supplies** and **House building materials.**

کله چې یو کډوال خپل ښار یا کلي ته ستنیږي، ډیرمهالې ډیر لږ څه ورسره وي او ورته ښایي
چې خپل کوردسره جوړ کړي. د ملګرو ملتونو د کډوالو اداره او د ستنېدونکو د چارو وزارت
ډیرمهالې ورته د ژوند او کور جوړولولومړني توکي ورکوي. لاندېنیو ویوکو (کلېمو) ته وګورئ او
هغه په دوو ټولګیو وویشئ: د ژوند لومړنۍ اړتیاوې او د کورجوړولو توکي.

tents	bricks	roof beams	charcoal	blankets	plastic sheeting
stoves	doors	windows	kerosene	window frames	shovels

<u>Essential living supplies</u>   <u>House building materials</u>

Listening / Reading

2. Jalil has returned from Pakistan to his home town. He is meeting the local UNHCR representative, Marie, to talk about his needs.

جلیل له پاکستان څخه خپل ښار ته ستون شوی دی. هغه د ملګرو ملتونو د کډوالو د ادارې
سیمه ییزې چارواکې، مېرې، سره وینې چې د خپلو اړتیاوو په اړه ورسره وغږیږي.

a. Does Jalil have somewhere to live now?
b. Does Jalil have a good plan for his rebuilding work?

Acronym Quiz

Are you an AE or an AI?

What does **UNDP** stand for?

a. United Nations Distribution Policy
b. United Nations Development Policy
c. United Nations Development Programme

What do you think?

Marie: Well, Jalil, tell me about your current situation? What do you have and what do you need?
Jalil: Well, I have returned with my family but our house was destroyed in the war. I want to rebuild my house but we also need things to live now.
Marie: OK. We can provide many things. Do you need a tent?
Jalil: No, we don't. We have a small building to live in. But we need a stove and some charcoal.
Marie: So, how much charcoal?
Jalil: Can we have four bags now?
Marie: That's fine. So, what about building materials? How many roof beams and how many window frames do you need?
Jalil: I would like eight roof beams and five window frames. Thank you.
Marie: Ok. We can also provide cash grants to pay for labour. How much do you think you need?
Jalil: Oh, I'm not sure. I don't know how much we need.
Marie: Right. Shall we discuss your plans a little more and perhaps we can work out how much you need for the job.
Jalil: Thank you. I really need help with this. Thank you.

Vocabulary

3. Word grammar

د ویوکو (کلیمو) گرامر

In English, words for things – nouns – can have different grammar. A noun can be uncountable or countable. Some nouns can be both! Look at these words and decide if they are countable or uncountable.

په انگلیسي کې د توکو له پاره راتلونکي ویوکي-نومونه- کېدای شي جلا گرامرولري. یو
نوم کېدای شي شمېرل کېدونکی وي او یا نه شمېرل کېدونکی. ځیني نومونه کېدای شي دواړه
وي. دا ویوکي وگوره او وواییه چې شمېرل کېدونکي دي او که نه شمېرل کېدونکي.

money	a brick	a roof beam	water	a house
charcoal	kerosene	wood	a stove	a door

Countable	**Uncountable**
(For example, a window)	(For example, plastic sheeting)

Function

4. Asking about quantity

دیوه شي د اندازې یا شمېرې په اړه پوښتنه کول

There are two questions which we use when we ask about quantity.

کله چې موږ د یوه شي د اندازې یا شمېرې په اړه غږېږو دوه ډوله ویوکي کاروو.

a. How much...?
b. How many...?

Which one do we use for countable nouns, which one for uncountable nouns? Look at the dialogue to help you.

کوم عبارت د شمېرل کېدونکي او کوم یو د نه شمېرل کېدونکي نومونو له پاره کارېږي؟
د مرستې له پاره خبرو اترو ته پام وکړه.

After the noun, there are many different phrases you can use in the question.

په پوښتنې کې له نوم څخه وروسته بېلا بېل عبارتونه کارولای شې.

a.	How much ____ do you need?	How many ____ do you need?
b.	How much ____ would you like?	How many ____ would you like?
c.	How much ____ have you got?	How many ____ have you got?
d.	How much ____ do you have?	How many ____ do you have?

Practice

5. You work for the UNHCR. A foreign field worker needs more supplies for their region. Prepare questions to ask the field worker to find out what she has already got and what she needs. These are the things you can supply.

تاسو د ملگرو ملتونو د کډوالو ادارې ته کار کوئ. یوه بهرنۍ سیمه ییزه چارواکې په خپلې
سیمې کې نورو توکو ته اړتیا لري. داسې پوښتنې جوړې کړه چې له دغې چارواکې څخه
وپوښتې چې هغه څه لري او نور څه ته اړتیا لري. تاسو دالاندې توکي ورته برابرولای شې.

wood	stoves	kerosene	buckets	plastic sheeting
windows	charcoal	roof beams	tents	money
shovels	bricks	window frames	doors	furniture

Afghan voices

6. Habib needs some supplies from his company stockroom. What does he want and what does he have to do to get these things?

حبیب د خپلې کمپنۍ له زېرمو څخه یو شمېر توکو ته اړتیا لري. هغه څه غواړي او د لاس ته راوړلو له
پاره یې، ورته څه ښایي چې وکړي؟

Listening / Reading

The Tale of a Sweet Surprise

This story is for you to enjoy. As you read or listen to each part, find the answers to the questions. There are more ideas for further practice at the end of the story.

دا کیسه ستاسو له پاره غوره شوې چې خوند ترې واخلئ. د هغې د هرې برخې د لوستلو په مهال کې هڅه وکړئ چې پوښتنو ته ځوابونه بیامومئ. د ډېر تمرین له پاره د کیسې په پای کې نورې مفکورې هم راغلې دي.

1 Abdurahman wanted to return to his country.
Why did his family disagree with him?

2 When Abdurahman found a job with a good salary what was he able to do?

3 How did Abdurahman feel when his house was ready?

4 When Abdurahman went to find his family they had disappeared.
Where had they gone?

Abdurahman and his family had been living in a refugee camp for over five years when it was closed and emptied by the officials. Suddenly, they were homeless and life became very difficult. One day, Abdurahman suggested returning to their homeland.
"Let's go back to our own country", he said.
Unfortunately, the rest of the family disagreed, saying, "Well there is nothing left in that country now. Our house is in ruins. So, why bother?"
Despite Abdurahman's long arguments, the family did not agree with him. Finally, they rented a house in the city. Everyone was happy, except for Abdurahman, who was worried about the high rent he had to pay.

Abdurahman decided to go to his country in order to find a job for himself. He was sad to leave his family, but he felt he had no choice. After a long journey and some hard times, he finally got a job with a good salary. The good salary still only meant that he would be able to visit his family once a month. However, he remained hopeful. He said to himself, "It will be hard at first, but I can not only work here, I can also supervise the rebuilding of my house. I will make it a beautiful house and then I will surprise my family. I am sure they will like it."

Months passed and changes happened. Millions of refugees returned to their homeland and there was more hope for a better future in the country. However, Abdurahman was still a worried man. He thought his family would never want to return home. At last the house was ready. Abdurahman was so excited he took some pictures of the house and rushed to find his family, who were so very far away. He was pleased and was laughing in his heart. After many delays on his journey, Abdurahman finally reached the rented house. He called out the names of his loved ones. There was silence. The house was completely empty. Now, his heart stopped laughing.

Abdurahman had wanted to take a sweet surprise to his family, only to find that they had disappeared. He was shocked and worried. He found a neighbour and with fear in his heart asked him about his lost family. The neighbour was surprised to see Abdurahman and told him "After the return of the refugees, your family felt lonely, they missed you. So, this morning they returned to your own homeland saying, 'We will surprise our father'."
The neighbour had barely finished speaking before Abdurahman started to run to the bus station. Once again, his heart was laughing. He was extremely happy and he hurried, so as not to miss his own sweet surprise!

Discussion: When the refugee camp closed at the beginning of this story Abdurahman and his family had some difficult decisions to make. Make a list of the advantages and disadvantages of returning to their homeland then talk about this with a friend.

Storytelling: In this story Abdurahman had to make lots of journeys to see his family. Talk about journeys that you have made or tell a story about someone who makes a journey.

5a Communication and the media – The media

Ideas and experiences

1. How do you find out about current affairs? How often do you use these news sources? Never? Occasionally? Often?

د ورځپڼيويا روانو چارو په اړه معلومات څنګه ترلاسه کوئ؟ تاسو له دغو سرچينو څخه څومره
کار اخلئ؟ هېڅکله هم نه؟ کله، کله؟ يا ډېرځلي؟

Newspapers	Magazines	Afghan television
Radio	The internet	Foreign satellite television

Vocabulary

2. Can you explain the difference between these pairs of words?
Translate the words and check your ideas in the glossary.

ددغو جوړه کلېمو ترمنځ توپير تشرېح کولای شئ؟ دا کلېمې وژباړئ او د ويوکو د زېرمې
څخه مرسته ترلاسه کولای شئ.

a.	Broadcast journalism	Print journalism
b.	Journalist	News reader
c.	Press release	News conference
d.	Photographer	Camera crew
e.	News report	News article

Listening / Reading

3. Read / Listen to the following news conference. The Deputy Minister of Women's Affairs is giving information about the opening of a new training centre for women. What potential problems do the journalists ask about?

دغه خبري کنفرانس ته غوږ ونيسئ\ ولولئ. د ميرمنو د چارو مرستيال وزيره د مېرمنو له
پاره د روزنې د نوي مرکز د پرانېستنې په اړه معلومات ورکوي. خبريالان د کومو شونو ستونزو
په اړه پوښتنې کوي؟

Minister:	So, the opening of this centre means women have a great opportunity to learn how to start their own business. Are there any questions?
Journalist 1:	Yes, could you tell us how long a training course lasts?
Minister:	A course lasts for a total of 20 classes.
Journalist 1:	And how long does a class last?
Minister:	Each class, or training session, lasts two hours.
Journalist 2:	So, could you explain how women who have children can follow the course? It sounds very intensive.
Minister:	Well, we provide child care facilities. So, the women can leave their children there during their classes.
Journalist 2:	And, how can women who have jobs follow the courses?
Minister:	Well, women can do the classes in their own time, they don't need to come every day. They can complete the training over any period of time.
Journalist 1:	Could you just give us…

Function

4. Asking questions پوښتنې کول

Look at the following questions and notice the differences in word order.

لاندېنۍ پوښتنې وګورئ او د ويوکو (کلېمو) د جوړښت توپير ته يې پام وکړئ.

a. *How* long **does** a class **last**?
b. *Could you tell us how* long a training course **lasts**?
c. *How* **can** women who have jobs **follow** the courses?
d. *Could you explain how* women who have children **can follow** the courses?

'a' and 'c' are direct questions, 'b' and 'd' are indirect questions. We often use indirect questions when we talk to strangers and people in authority.

د 'a' او 'c' پوښتنې مستقیمې پوښتنې دي خو د 'b' او 'd' پوښتنې غیرمستقیمې پوښتنې دي.
موږ غیرمستقیمې خبرې هغه مهال کاروو چې د نا اشنا کسانو یا چارواکو سره غږیږو.

Practice

5. Change these direct questions into indirect ones.

دا مستقیمې پوښتنې په نامستقیمو پوښتنو واړوئ.

a. How much does the course cost? ⟶ Could you tell me ...
b. How many students are there in each class?
c. Why do you offer English tuition?
d. When can women start training at the centre?

Practice

6. Imagine you are a journalist. Look at the press release below and prepare some questions for the news conference. You want to find out as many details as possible. What do you want to ask the Minister of Communications and the head of the UNDP?

داسې بې وګڼئ چې تاسو یو خبریال یاست. لاندېنۍ مطبوعاتي وینا وګورئ او د خبري کنفرانس
له پاره یو شمېر پوښتنې جوړې کړئ. تاسو غواړئ څومره معلومات چې کېدای شي ترلاسه کړئ.
تاسو به د مخابراتو له وزیر او د ملګرو ملتونو د پراختیا د پروګرام له مشر څخه څه وپوښتئ؟

Acronym Quiz

Are you an AE or an AI?

What does **MOIC** stand for?

a. Ministry of Information and Culture
b. Media Office and Information Committee
c. Media Organisation for Information and Culture

What do you think?

United Nations Development Programme sponsors intensive IT training to Afghan Government

Next month, Afghan civil servants will follow a training course in using the internet. This is the first of several training courses that we will run during this year. The UNDP and the Ministry of Communications have arranged for an expert from Canada to provide this first course. The course will train people in a variety of internet skills, including web page design. The first trainees are all senior technicians from some of the government ministries. "By the end of the year we plan to train 2500 Afghans, both men and women," says Mr. Murat of the UNDP.

Afghan voices

7. Listen to a radio journalist talking about working in Afghanistan. When does he use English in his job?

تاسو د دغه راډیوي خبریال خبرو ته غوږ ونیسئ چې په افغانستان کې د کار په اړه غږیږي. هغه
په خپل کار کې څه مهال انګلیسي ژبه کاروي؟

5b Communication and the media - Communication

Vocabulary

1. Communication is essential in the proper functioning of a modern society. Can you translate the following words and phrases, which are all connected with mobile phones? Check your ideas in the glossary.

د اوسنۍ ټولنې د چاروپه سم پرمختګ کې مخابرات لویه ونډه لري. دا لاندې کلېمې
چې ټولې د موبایل یا خوځنده ټیلیفون سره تړاو لري ژباړلای شې؟ خپل کار د ویوکو
د زیرمې د برخې سره پرتله کړې.

hand set	bad reception	voicemail	ring tone
text message	top-up card	price tariff	pre-paid service

Listening / Reading

2. Martin works for the UN and he is staying in Kandahar for six months. He needs a GSM mobile phone. Read / listen to him talking to the assistant, Yama, in the Ministry of Communications' shop and answer the questions below.

مارټین د ملګرو ملتونو له پاره کار کوي او د شپږو میاشتو له پاره په کندهار کې ژوند کوي.
هغه د GSM موبایل ټیلیفون ته اړتیا لري. د هغه خبرو ته غوږ ونیسۍ\ ولولۍ چې د
مخابراتو په وزارت کې د پلورنځي کارکوونکي، یما سره غږیږي اوپوښتنو ته ځواب ووایۍ.

Acronym Quiz

Are you an AE or an AI?

What does **GSM** stand for?

a. Government Standard for Mobile communication
b. Global System for Mobile communications
c. Geographical System of Messaging

What do you think?

a. Which phone has a good battery?
b. How many free minutes do you get on the TALK 300 tariff?
c. On which phone can you do many different things?
d. Which phone does Martin choose and why?

Ministry of Communications' shop, Kandahar

Martin: Hi, good morning. I'm here to ask about phones. I'm interested in these two – the PX5 and the NK2.

Yama: Yes, of course, they are both good phones. Basically, the PX5 is smaller than the NK2, but the battery life is much shorter. The PX5 battery lasts for 5 hours, but the NK2 battery lasts much longer, about twice as long.

Martin: I see. And do you offer them with similar price tariffs?

Yama: Oh yes, they are available on the same price tariffs. We have two different tariffs, TALK 200 and TALK 300.

Martin: What's the difference?

Yama: Well, the TALK 200 costs less money per month than the TALK 300, but you get fewer free minutes, 200 in total. TALK 300 costs a little bit more, about 20 per cent more, but you get 50 per cent more free minutes.

Martin: I see. Can I have the phones on a pre-paid service?

Yama: Yes, you can. We sell top-up cards in dollars.

Martin: Ok. Is there anything else I should know about these phones?

Yama: Well, personally I think the PX5 isn't as good as the NK2. The NK2 menu system is much easier to use and the phone offers more functions.

Martin: Hmm, I don't know…

Yama: You can send emails and there is a camera. But the PX5 does look more modern than the NK2.

Martin: Probably because the NK2 is much larger. Hmm, I think I'll take a PX5, I don't need all these extra functions, and it will fit more easily in my pocket. Could you tell me more about the TALK 300 tariff?

Function

3. Making comparisons

پرتله کول یا تفضیلي صفتونه

Look at these sentences. Which ones compare adjectives, and which ones compare quantities of nouns? Find more examples in the dialogue.

دغو جملو ته پام وکړی. کومې جملې صفتونه او کومې اندازې او نومونه سره پرتله کوي؟ په خبرو اترو کې نورې بېلګې هم لیدلای شی.

		Adjective	Noun
a.	The PX5 is smaller than the NK2.	yes	
b.	The battery life is much shorter.		
c.	The PX5 looks more modern than the NK2.		
d.	The NK2 is much larger.		
g.	The TALK 200 costs less money per month.		
h.	You get fewer free minutes.		

When you make a comparison and use an adjective you either a) add –er to the adjective if it is a short word of one syllable, or b) use 'more' or 'less' before the adjective. You can emphasise the difference with 'much' or 'a little'.

کله چې صفتونه پرتله کوی، نو د تفضیلي حالت له پاره الف) دلنډ یا یو سیلابه صفت په پای کې د er سیلاب ورزیات کړی او ب) د صفت څخه د مخه د 'more' یا د 'less' ویوکي وکاروی. تاسو د'much'او یا'a little'ویوکي د ټینګار له پاره کارولای شی.

When you make a comparison about the quantity of a noun you use 'more', 'less' or 'fewer'. You can emphasise the difference with much or many (use 'much' and 'less' with uncountable nouns, 'many' and 'fewer' with countable ones).

Practice

کله چې د توکي یا نوم اندازه د تفضیلي صفت په حالت کې وړاندې کوی، نو د 'more'، 'less' او یا'fewer' ویوکي کاروی. تاسو په توپیرباندې د ډېر ټینګار په نیت د much اویا many کلیمې وکاروی (د ناشمېرل کېدونکو نومونو سره'much' او'less' او د شمېرل کېدونکو نومونو سره د'many' او'fewer' ویوکي وکاروی.)

4. Look at the information about these two phones and make comparisons. Which phone would you choose?

ددغو ټېلیفونونو په اړه معلومات وګوری او پرتله یې کړی. تاسو به کوم ټېلیفون خوښ کړی؟

Model	How heavy?	Battery life	Number of functions	Size of screen	Number of ring tones	Price
TD 40	10 grammes	10 hours	15	5 cm2	30	$100
PH 77	50 grammes	100 hours	3	10 cm2	200	$ 110

Afghan voices

5. Listen to Jamshid talk about a previous job and answer these questions.

جمشېد ته چې د خپلې پخوانۍ دندې په اړه غږیږي، غوږ ونیسی او پوښتنو ته ځواب ووایی.

a. What was his job?
b. Which company did he work for and in which department?
c. How did he use English at work?
d. What information did he use to provide?

6a Security, laws and politics - Use your vote

Ideas and experience

1. How much do you know about your new constitution?
Try **The Constitution Quiz.**

i. When did the Loya Jirga officially adopt the new constitution?
a. 04.01.04 b. 01.04.04

ii. How many delegates attended that Loya Jirga?
a. 502 b. 602

iii. The constitution supports a political system based on…
a. a president and a prime minister b. a president and two vice-presidents

Vocabulary

2. Can you explain the difference between these words?

ددغو ویوکو (کلیمو) ترمنځ توپیر بښوولای شی؟

a.	National Assembly	Upper house	Lower house
b.	Vote	Voter	Election
c.	Nominate	Elect	Appoint
d.	President	Minister	Civil servant

Listening / Reading

3. At a news conference following the adoption of the new constitution, Sabor is explaining more details about the constitution. Answer these questions.

د نوي اساسي قانون له تصویبېدو څخه وروسته صبور په یوه خبري کنفرانس کې د هغه په
اړه نور جزییات توضیح کوي. د هغه د خبرو له مخې دغو پوښتنو ته ځواب ووایی.

a. Who chooses the president?
b. Who decides who selects the candidates for central bank governors?
c. What is the electoral difference between the two National Assembly houses?
d. Which house has more political strength?

The Presidential building, Kabul

Sabor: So, I will now explain a little more about the election process and the organisation of the political system. As you know we have chosen a presidential system of government. The president is directly elected by the Afghan people. Ministers and the central bank governors are appointed by the president, with the approval of the National Assembly.

Journalist: Could you tell us more about the National Assembly? How many houses does it consist of?

Sabor: The National Assembly consists of two houses: the Wolesi Jirga, which you may translate as the House of People, and the Meshrano Jirga, the House of Elders. The Wolesi Jirga is elected by the Afghan people and there are 250 members.

Journalist: What about the Meshrano Jirga?

Sabor: The members of the Meshrano Jirga are appointed by the provincial and district councils and the president.

Journalist: And how does the system work exactly?

Sabor: Well, new laws are made by the lower house, the Wolesi Jirga. Having been made, the laws are approved by the upper house. Also, the lower house can stop senior appointments and new policies. It's the more powerful of the two houses. Ok any more questions?

Acronym Quiz

Are you an AE or an AI?

What does **ISAF** stand for?

a) International Security Assistance Force
b) International Security Armed Force
c) International Security Afghan Force

What do you think?

Function

4. Using the passive voice د مجهول جوړښت کارول

Compare these two sentences.

a. The president is elected by the people. b. The people elect the president

They have the same basic meaning, but use different grammar. The first is in the passive voice, the second is in the active voice. We use the passive voice when
a) the person who does the action is not known or is not important or
b) the object of the action is very important to the sentence.

In the example above we use the passive because the president is the important focus of the sentence. Notice that the president does nothing, the people do the electing. Complete these examples of the passive. Use the dialogue to help you.

ددوارو جملو بنستیزه مانا یوه ده خو گرامري جوړښتونه يې توپیر لري. لومړۍ جملې ته مجهوله جمله او دویمې ته معلومه جمله وايي. موږ هغه مهال مجهوله جمله کاروو چې:

الف) د کار کوونکی ناپېژندل شوی او یا د لږ ارزښت لرونکی وي او یا

ب) په جملې کې مفعول ډېر ارزښت ولري. په پورته جمله کې موږ مجهول شکل کارولی دی ځکه چې جمهور ریس د جملې د پام وړ ټکی دی. پام وکړۍ چې په جمله کې جمهور رییس هېڅ نه کوي خلک ټاکنه کوي. لاندېنۍ مجهولې جملې پوره کړۍ. له خبرو اترو څخه مرسته ترلاسه کولای شۍ.

a. Ministers and the central bank governors …
b. The Wolesi Jirga …
c. The members of the Meshrano Jirga …
d. New laws …
e. The laws …

Practice

5. Each of these sentences has a mistake. Can you find the mistakes?

a. The news conference were given by a junior minister.
b. The election will be hold next month.
c. Men and women is given equal rights by the constitution.
d. The vice presidents are nominated on the other presidential candidates.

Practice

6. Following an interview with an expert, you are writing a report on the creation of the constitution. Your interview notes are all in the active voice. Write the report in the passive voice, changing the notes appropriately.

دکارپوه سره ترمرکې وروسته تاسو د اساسي قانون د جوړولو په اړه یو راپور لیکۍ. ستاسو د مرکې د یادښت ټولې جملې معلوم جوړښت لري. تاسو خپل یادښت په وړ ډول واړوۍ اویو راپور ولیکۍ چې د جملو جوړښت يې مجهول جوړښت وي.

Interview notes	Draft Report
How did we create the constitution? • A 35-member team developed the dratt constitution over a period of one year. • We asked nearly half a million Afghans to give their opinion on the draft version. • We held public meetings in villages and we recorded peoples' opinions on paper or on audio tape. • 502 delegates attended the Loya Jirga • The president nominated 50 of the delegates. District councils and regional groups appointed the rest. • These delegates approved the constitution after three weeks	**How was the constitution created?** The draft constitution was developed by…

Afghan voices

7. Maneezha is preparing a radio programme about the Loya Jirga. She is checking her ideas with an English colleague.

منیژه د لویې جرگې په اړه یو راديوي پروگرام جوړوي. هغه د خپل یوه انگلیسي همکار سره خپلې مفکورې شریکوي.

a. What language mistake does Maneezha make?
b. What issues is this programme focussing on?
c. What question is asked in the vox pops (short interviews)?

ABOUT THIS BOOK AND HOW TO USE IT

Hello and welcome to English for Today – an intermediate English Language course for Afghanistan.

The aim of this course is to help you improve your ability to communicate in English. The course has been specially written to reflect the current context for the use of English in Afghanistan. English is needed to talk to and work with the members of the international community who live and work in Afghanistan. It is also important as a global language.

The course has a strong focus on functional English. This is the language that you use to achieve particular communicative aims. For example, making an offer or giving an opinion. You will also find plenty of opportunities to engage in listening and reading activities and to build your vocabulary. There are eight themed units, each divided into two sections - **a** and **b**.

What does a unit contain?

Each unit contains different types of exercise which provide listening, reading, vocabulary and functional language practice. The instructions for each exercise are translated into Pashto.

Ideas and experience	**This is an opportunity to think about the unit topic, to see what language you already know.**
Vocabulary	**This gives you some specific vocabulary connected to the unit topic**
Listening / Reading	**This shows you functional English in use. Usually it is in the form of a dialogue and there are comprehension questions.**
Function	**This explains the functional language taught in this unit. For example, giving advice.**
Practice	**This gives you the opportunity to practise the functional language point.**
Afghan voices	**This provides more listening practice. You can hear Afghans talking in English about their lives in Afghanistan (cassette) and you can read their words.**
Acronym Quiz	**A chance to test your knowledge of all those organisations with acronyms!**

What else is there in this course?

- There are four stories for you to enjoy, with some questions and ideas to help your understanding and to get you talking.
- There is a glossary for each unit at the back of the book with translations in Pashto.
- There are answers for the exercises.
- If you have a cassette (optional) this contains recordings of the dialogues, the stories and the Afghan voices.

6b Security, laws and politics - Seeking stability

Ideas and experience

1. How would you describe the current security situation in Afghanistan? Try to answer these questions.

تاسو په افغانستان کې اوسنی امنیتی وضعه څنګه ګورۍ؟ هڅه وکړۍ
چې دې لاندې پوښتنو ته ځواب ووایۍ.

a. How effective is the police force?
b. How large is the Afghan National Army?
c. Is there a problem with terrorism?
d. Do local militia and mujahideen factions still exist?
e. Are aid workers, both Afghan and foreign, working under threat of danger?

Vocabulary

2. Look at these words connected to the security situation. Which are verbs, which are nouns?

دا لاندې ویوکي (کلېمې) د امنیتي وضعې سره تړاو لري. نومونه او فعلونه یې سره جلا کړۍ؟

a.	stabilise	destabilise	stabilisation	destabilisation	stability
b.	militarise	demilitarise	militarisation	demilitarisation	militia
c.	arm	disarm	arming	disarming	army

Practice

3. Try to complete the following sentences with a word from exercise 2. You may need to change the form of the verbs, if you use them.

هڅه وکړۍ چې دا لاندې جملې د دویم تمرین په ویوکو (کلېمو) پوره کړۍ. که فعلونه مو
وکارول کېدای شي د هغوی د شکل اړولو ته اړ شۍ.

a. In order to ______ the country, we need to improve security across Afghanistan.
b. The local militia must be ______. They must give their guns to the government.
c. In Kabul there should not be any armed groups, the _______ of Kabul is part of the Bonn peace agreement.
d. We need a national _____ that is strong and loyal in order to maintain security.

Listening / Reading

4. John is a foreign journalist. He has returned to Afghanistan after spending six months in his home country. He meets his Afghan friend Omar for tea and a chat. John is interested in the current security situation in Afghanistan, from an Afghan's point of view. Read / Listen to their conversation and answer the questions below.

جان یو بهرنی خبریال دی چې په خپل هېواد کې د شپږو میاشتو له تېرولو وروسته بېرته
افغانستان ته ستون شوی دی. هغه له خپل ملګري عمر سره ګوري او چای سره څښي او خبرې
کوي. جان لېوال دی چې وګوري یو افغان اوسنۍ امنیتي وضعه څه ډول ګوري. د هغوی خبرې
ولولۍ\ ورته غوږ ونیسۍ او لاندینیو پوښتنو ته ځواب ورکړۍ.

a. Does Omar think the security situation is improving?
b. Do disarmed militia members receive anything from the government?
c. Does Omar think all the problems will be resolved soon?

Acronym Quiz

Are you an AE or an AI?

What does **DDR** stand for?

a. Demining, Destabilisation and Reconstruction
b. Disarmament, Demobilisation and Reintegration
c. Demilitarisation, Democratisation and Remobilisation

What do you think?

An Afghan restaurant, Herat

John: So, tell me, Omar, do you think life is getting safer at the moment?
Omar: Oh, I think so, although it's hard to tell. I think the DDR programme is making progress. More and more members of different militia are being disarmed and they are leaving the militia to reintegrate into general society.
John: Yes, I know. But do you think these former fighters are being successfully reintegrated? Are there enough jobs for them?
Omar: I don't know. The government is working hard to improve the economy, but it is a slow process I guess.

John: Is the government still giving the disarmed militia members clothes and money?
Omar: Yes, I believe so. But really, we need to be increasing the size of the army.
John: But isn't it increasing?
Omar: Well, it is. But the soldiers aren't being paid enough. Many of them are leaving because of this.
John: Let's hope that changes soon. So, basically, things are getting better, but...
Omar: ...but it's a long process.
John: Exactly. More tea?
Omar: Oh, thank you very much.

Function

5. Talking about current activities دجاري (روانو) کړو وړو په اړه غږېدل

Look at the following phrases. They all describe **activities** happening at the moment, and some also talk about **change**. Notice the grammar that we use. Which 2 sentences use the passive voice?

لاندېنيو عبارتونو ته پام وکړئ. دا عبارات داسې کړه وړه ښيي چې همدا اوس پېښېږي. ځيني يې بدلونونه ښيي. کارېدلي گرامر ته يې پام وکړئ. کومې دوې جملې مجهول جوړښت لري؟

a. The DDR programme **is making progress**.
b. Some members of different militia **are being disarmed**.
c. They **are leaving** the militia.
d. These former fighters **are being** successfully **reintegrated**.
e. The government **is working** hard to improve the economy.
f. **More and more** of them **are leaving**.

6. Talk about life in Afghanistan now. What is happening? What changes are taking place? You can use sentences like those in exercise 5 and the vocabulary below to help you.

په افغانستان کې داوسني ژوند په اړه وغږېږئ. څه روان دي؟ څه بدلونونه راځي؟ تاسو د پنځم تمرين په څېر جملې کارولای شئ او د لاندېنيو ويوکو (کلېمو) څخه کار اخېستلای شئ.

Roads/build	Refugees/return	Use of mobile phones/rise
Children/go/school	Rural areas/get/safe	Number of mines/decrease

Afghan voices

7. Listen to a journalist talk about the DDR programme. What information does he give?

خبريال ته چې د بې وسلې کولو او ملکي ژوند ته د راښکلو پروگرام په اړه غږېږي غوږ ونيسئ. هغه څه معلومات ورکوي؟

Listening / Reading

The Tale of a Lifetime's Savings

This story is for you to enjoy. As you read or listen to each part, find the answers to the questions. There are more ideas for further practice at the end of the story.

دا کیسه ستاسو له پاره غوره شوې چې خوند ترې واخلئ. د هغې د هرې برخې د لوستلو په مهال کې هڅه وکړئ چې پوښتنو ته ځوابونه بیامومئ. د ډېر تمرین له پاره د کیسې په پای کې نورې مفکورې هم راغلې دي.

1 Why was Sakhi worried about the checkpoint on the road home?
2 What did Sakhi's wife do with their savings?
3 When they arrived at the checkpoint Sakhi saw something that made his dreams vanish. What was it?
4 Sakhi thought that they would have no money for the bus fare or for food. Why was he wrong?

Hearing that security was improving and that the warlords were handing over their weapons, Sakhi decided to move back to his village so that he would be living in his own house and working on his own farm. However, he was still a little scared because of one particular checkpoint on the road home. He was worried because many people had said that the men guarding the checkpoint were actually thieves. He decided not to tell his wife about his fears, as he didn't want to worry her. The next day, they started their journey, with Sakhi praying for a safe trip.

As they travelled, Sakhi kept telling his wife that, because of the improved security, there was nothing to worry about, but in his heart he was praying and he was full of fear. He was worried that the thieves would steal his savings. The closer they got to the checkpoint the faster his heart beat. Finally, he told his wife about his worries and said, "Perhaps we shouldn't go. It's too much of a risk." She said, "It is too late to turn back now. We must go on." To his surprise, she took the savings and hid them under her burkha. "They may not search women", she said

Sakhi looked at his wife and said "But they are thieves, they can do anything." "Let's pray for good" said his wife. Upon reaching the checkpoint, Sakhi noticed a woman among the guards. All of a sudden, he felt his dreams vanish. He whispered to his wife "Everything is gone; they also have a female thief to search women. We'll lose everything." The bus stopped and everyone got off, as the guards watched carefully, with their hands on their guns. The women were sent to a separate hut to be searched and the men were searched by the road. When the search was finished, the guards apologised for the delay and let the bus go.

Back on the bus, Sakhi asked his wife, "Have they left any money for the fare? Have they left us any for food?". His wife smiled and happily said that they had not taken anything from them. Sakhi could not understand. He asked the driver about the matter. The driver said "These guards were from the national police. The others who used to control this checkpoint are gone." Sakhi then asked about the woman among them. The driver smiled and said "We are a democracy now. Once again a woman can also be a police officer. At least now women search women." Sakhi returned to his seat and smiled to his wife. Things were definitely improving.

Discussion: Imagine that you are in the same situation as Sakhi and his wife at the start of the journey. Discuss your plans and your fears about returning to your village.

Storytelling: Imagine what could have happened to Sakhi and his wife when they finally arrived at the village and tell the next part of their story to a friend.

7a Health and safety – Fighting diseases

Vocabulary

1. Can you translate these words related to health? Which are uncountable?

تاسو د روغتیا د برخې داکلیمې ژباړلای شۍ؟ کومې کلیمې نه شمېرل کېدونکې دي؟

hygiene	medicine	amputation	vaccination	sanitation
diet	vitamins	malnutrition	midwives	disease

Vocabulary

2. Can you translate these diseases and health problems?

تاسو دا ناروغۍاو روغتیایي ستونزې ژباړلای شۍ؟

malaria	diarrhoea	tuberculosis (TB)	polio	diphtheria

Listening / Reading

3. Maria, an Italian nurse, has come to Afghanistan to work in a mobile health clinic. The clinic supervisor, Razia, tells her the schedule for a typical day. Read / Listen to the dialogue. In what order do they do these different tasks?

ماریا یوه ایټالوۍ نرسه ده او افغانستان ته راغلې ده چې په یوه خوزنده کلینېک کې کار وکړي. د کلینېک امره رضیه د یوې ورځې د کارد مهالوېش په اړه د هغې سره غږېږي. د هغوی خبرې اترې ولولۍ\ ورته غوږ ونیسۍ. دا لاندې کارونه دوی په کوم نظم ترسره کوي؟

a. Distribute medicine
b. Run the mother and child clinic
c. Have something to eat
d. Organise the patients
e. Vaccinate patients

Mobile Health Clinic, West Afghanistan

Razia: Before I show you the equipment, Maria, I'll just talk you through a typical day.
Maria: Sure, I imagine the days are quite long.
Razia: I'm afraid so. There is so much to do. We begin each day in a village by organising the patients. We decide who needs to see a doctor and who needs a vaccination, for example.
Maria: Fine.
Razia: Once we have done that, we start giving the vaccinations – this week we are vaccinating against polio. This usually takes a couple of hours.
Maria: Ok.
Razia: Then, having done that, we take a break for lunch.
Maria: I'm surprised you have time for lunch!
Razia: Ah, but after eating lunch, we hold the mother and child clinic. We give advice on child care and check the children for signs of malnutrition.
Maria: Is that a big problem here?
Razia: I'm afraid it is. When we have finished this clinic, we hand out medicines to those who need them and then we pack up in order to go to the next village.
Maria: Well, I think I am going to have a very busy time.
Razia: You certainly are but I'm sure you'll enjoy it.

Acronym Quiz

Are you an AE or an AI?

What does **WHO** stand for?

a. Women's Health Organisation
b. World Health Office
c. World Health Organisation

What do you think?

Function

4. Talking about the order of events — د پېښو د ترتیب یا نظم په اړه غږېدل

There are different ways to say that you do one thing after another. Look at these examples from the dialogue.

دا چې کوم کار په کوم بل کار پسې کېږي په انګلیسي کې دا په بېلابېلو ډولونو ویل کېږي.
دغو لاندېنیو بیلګوته چې له خبرو اترو څخه غوره شوې دي پام وکړۍ.

Once we have done that, we start giving the vaccinations.
Having done that, we take a break for lunch.

Find two more different ways to talk about order that are used in the dialogue.

په خبرو اترو کې دترتیب یا نظم په اړه د غږېدو دوې نورې لارې هم بیاموۍ.

Practice

5. Complete these sentences with the correct form of the verb.

دفعلونو د ورږ (سم) ډول په کارولو دا جملې پوره کړی.

make write read publish

a. Once I ______ ______ the report, I give it to the senior manager.
b. _____ _____ the report, the senior manager gives it back to me with suggested changes.
c. After _____ the necessary changes, I publish the report on the internet.
d. When I _____ _____ the report on the internet, I tell the senior manager so that he can check it online.

Practice

6. Describe the different stages of these processes.

ددغو کړنو د بهیرونو بېلابېل پړاوونه تشریح کړی.

a. Your journey from your bed to your place of work / study.
b, The preparation of a simple meal.
c. The work you do in a typical day.
d. Applying for a job.
e. Building a house.

Afghan voices

7. Shafiqullah works for an educational NGO. His work involves visiting villages and towns all across Afghanistan. Listen to him talking about the different stages his work goes through. Put these stages or events in the correct order.

شفیق الله د یوې غیردولتي تعلیمي ټولنې NGO سره کار کوي. هغه د کار په بهیر کې د افغانستان کلیو او ښارونو ته ځي. هغه ته غوږ ونیسی چې د خپل کار د بېلا بېلو پړاوونو په اړه غږیږي. دا پړاوونه په ترتیب سره جوړ کړی.

a. ← He travels to different provinces in Afghanistan.
b. He is given the discussion issues and topics by the writers.
c. He holds meetings with villagers and they discuss the issues.
d. People learn things from the drama about the important issues.
e. The issues are put in the drama 'New Home, New Life'.
f. He records the villagers' ideas and opinions.
g. There is a consultative meeting with the writers about the report.
h. He returns to Kabul.
i. The drama is broadcast to Afghanistan.
j. He writes a report for the writers.

7b Health and safety - Safety first

Vocabulary

1. The long war in Afghanistan has left a cruel legacy of mines and unexploded bombs. Do you know the meaning of these words and phrases?

په افغانستان کې اوږدې جګړې د ماينونو او ناچاودلو توکو ناوړه ميراث پرېښى دى. تاسو

ددغو ويوکو (کلېمو) او عباراتو په ماناوو پوهېږۍ؟

anti-personnel mines	minefield	demining
mine clearance operations	mine awareness	
cluster bombs / munitions	UXO	

a. How has your life been affected by mines and UXO?
b. Do you know how to identify a marked minefield?
c. Why are the colours white and red important?
d. What does a pile of stones mean?

Vocabulary

2. Look at these words. They are examples of word building.

دغو ويوکو (کلېمو) ته پام وکړى. دا د کلېمو جوړښت بېلګې دي.

aware	awareness	unaware

a. What parts of speech are they? Are they verbs, nouns, adjectives or adverbs?
b. Which two words have an opposite meaning?

الف دا د خبرو کومه برخه جوړوي؟ دا فعلونه، نومونه، صفتونه او يا قيدونه دي؟

ب کومې دوه کلېمې يو د بل مخالفې ماناوې لري؟

Answer the same questions for these words, and put the correct word in each sentence below.

د لاندې کلېمو په اړه هم همدغو پوښتنو ته ځواب وواياست او په جملو کې وړ کلېمې وکاروى.

clear	clearance	cleared	uncleared
detect	detection	detectable	undetectable
remove	removal	removable	unremovable
explode	explosion	exploded	unexploded

a. We use dogs to ____ mines, and then we clear the area.
b. Some mines are ____, so we explode them without moving them.
c. ____ bombs are a danger to children, who think they are toys.
d. It takes a long time to completely ____ a mined area, to make it safe.
e. Did you hear that noise? It was an ____.
f. This is a ____ area. It is safe to farm here now. At last.

Listening / Reading

3. Bill and Andy work for an NGO dealing with landmines. They have a small amount of money to fund a mine risk education project in one area of Afghanistan. However, they are not sure which is the best way to spend the money.

بېل او انډي د داسې غيردولتي مرستندويې ټولنې NGO سره کار کوي چې ماينونه لېرې کوي. هغوى لږې پيسې لري او غواړي د افغانستان په يوې سيمې کې د ماين د خطر د خبرداري د روزنې کار ترلاس لاندې ونيسي. خو دوى لا ډاډه نه دي چې د پيسو د لګښت تر ټولو ښه لاره به کومه وي؟

a. What are the problems with Andy's suggestions?
b. Why are Bill's suggestions good ideas?

Acronym Quiz

Are you an AE or an AI?

What does **MDC** stand for?

a. Mine Deployment Centre
b. Mine Detection & Dog Centre
c. Mine Destruction Centre

What do you think?

NGO office, Baghyam Province

Andy: I think we should spend the money on posters and leaflets which give information about mines. We can put them into the bus stations and shops.
Bill: I'm afraid I disagree. We need to think about who's affected by mines in this area. Children are in the most danger - will they read the posters and leaflets?
Andy: Well, they might do. We could also have a programme on the radio, especially for children.
Bill: I see what you're saying, but I think that would be too expensive. I think we should go to where the children are.
Andy: What do you mean?
Bill: We should go to the schools. I think we should train the teachers so that they can teach the children about mines.
Andy: I see. Yes, that's a good idea.
Bill: And there's more. Once they have learnt about the mines, the children can teach their families and other children who are not in school. What do you think?
Andy: I completely agree with you, because that probably won't cost too much money and it should be effective. Good idea!

Function

4. Giving opinions, agreeing and disagreeing. نظر ورکول، موافقه کول یا مخالفت ښوول

Look at these phrases from the dialogue. Are they used to give opinions, to agree or to disagree?

د پورتنيو خبرو اترو څخه لاندېنيو عبارتونو ته پام وکړئ. دا دنظر د ښکاره کولو، دمخالفت یاد موافقې د ښوولو له پاره کاريږي؟

a. I think we should ...
b. I think that would be ...
c. Yes, that's a good idea.
d. I'm afraid I disagree.
e. I see what you are saying, but ...
f. I completely agree with you.

Practice

5. Write short dialogues between two people which follow this pattern.

د لاندېنيو جوړښتونو پربنسټ د دوو کسانو ترمنځ د خبرو اترو يو بهير وليکئ.

A: Give an opinion
B: Say you disagree. Give a different opinion.
A: Agree with B's opinion, say why you agree.

Talk about these topics...

a. Ways to improve your English language level.
b. Ways to improve your local transport system.
c. The best singers/poets/writers/sports players.
d. The most beautiful part of Afghanistan.
e. The best ways to stay fit and healthy.

Afghan voices

6. Listen to a journalist talking about the mine situation in Afghanistan in 2004. What information does he give?

يوه خبريال ته غوږ ونيسئ چې په دوه زره څلورم کال کې په افغانستان کې د ماينونو د حالت په اړه غږيږي. هغه څه معلومات ورکوي؟

8a Education and training - Studying

Ideas and experience

1. Describe your education and qualifications. Where and when have you studied? What examinations have you taken and passed? What certificates and qualifications do you have?

خپلې زده کړې او وړتیاوې تشریح کړی. چېرې او کله مو زده کړه کړې ده؟ کومې ازموینې مو ورکړې او بریالي شوي یاست؟ څه بري لیکونه او وړتیاوې لری؟

Vocabulary

2. Can you explain the differences in meaning between these pairs of phrases?

د لاندې هرې جوړې عبارتونو ترمنځ د ماناوو توپیرونه تشریح کولای شی؟

a.	a school subject	a school certificate
b.	a university degree	a post-graduate qualification
c.	university fees	a university scholarship
d.	an arts subject	a science subject
e.	to graduate in maths	to graduate from a university

Listening / Reading

3. Lema wants to apply for a scholarship that will allow her to study abroad. She is meeting a local NGO representative, Diana, to get more information about applying for the scholarship. Read / Listen to the dialogue and answer the questions.

لیمه غواړي د یوه سکالرشپ له پاره غوښتنلیک ورکړي چې په بهر کې ورته زده کړه شوني کړي. هغه دیوې غیردولتي تولنې NGO دیوې سیمه ییزې استازې، ډیانا سره ګوري چې د سکالرشپ د غوښتنلیک په اړه نور معلومات هم ترلاسه کړي. د هغوی خبرې اترې ولولی\ورته غوږ ونیسی او پوښتنو ته ځوابونه ووایی.

a. Do you think the scholarship would support someone on a poetry course?
b. Can you get a scholarship if you are very rich?
c. Does Lema need to do a test?

Meeting room, NGO offices

Lema: So, could you tell me about the selection criteria and process? What do I have to do to get a scholarship?
Diana: Well, first of all you have to decide where and what you want to study. For this scholarship, you have to study something that will probably lead to employment, that will help you get a job.
Lema: Something like medicine?
Diana: Exactly. Also, you have to be younger than 28 and you mustn't have any other means of financial support for your studies.
Lema: No problem there!
Diana: Ok. Then, you just have to complete the application form and provide copies of your school examination certificates.
Lema: So, I don't have to do a test.
Diana: No, you only have to do a test if you've lost your school certificates.
Lema: Well, I haven't lost mine, fortunately.
Diana: Right. So, would you like an application form?
Lema: Yes, please.

Acronym Quiz

Are you an AE or an AI?

What does **UNESCO** stand for?

a. United Nations Environment, Science and Commerce Organisation
b. United Nations Educational, Scientific and Cultural Organisation
c. United Nations Education, School and College Organisation

What do you think?

Function

4. Talking about obligation دمسولیتونو (اړینو کارونو) په اړه غږېدل

When you want to do something, for example apply for a scholarship and there are things you need to do, we use the following language.

کله چې غواړې یو کار وکړې، د ساري په ډول، غواړې د سکالرشېپ له پاره غوښتنلیک ورکړې،
نو یو شمېرکارونه شته چې تاسو یې باید وکړې. موږ په دې مهال کې دا لاندېنۍ ژبه کاروو.

What **do I have to** do to get a scholarship?
You **have to** decide where you want to study.
You **have to** complete the application form.

This means that you have no choice. If you don't complete the application form, you cannot get a scholarship.

ددې مانا داده چې تاسو بله لاره نه لرې. که تاسو غوښتنلیک پاڼه ډکه نه کړې، نو تاسو
سکالرشېپ نه شې ترلاسه کولای.

Look at these two sentences. Which sentence means it is not necessary to do something; which sentence means you definitely cannot do something?

لاندېنیو دوو جملوته پام وکړې. کومه جمله دا مانا لري چې دا اړومرو نه ده چې یوکارباید وشي
اوکومه جمله دا مانا لري چې تاسو یو کار باید هیڅ ونه کړې؟

a. You **mustn't** have any other means of financial support for your studies.
b. You **don't have to** do an interview.

Practice

5. Look at the following situations or processes. Describe what you have to do and what you mustn't do.

لاندې وضعې یا بهیر ته پام وکړې. تشرېح کړې چې څه باید وکړې او څه ونه کړې.

a. You are 16 years old and in the future you want to go to university.
b. You want to get a job as a translator for the UN.
c. You find an unexploded mine near a school.
d. You want to fly to Pakistan.

Afghan voices

6. Mohammed works for an NGO. Listen to him talking abou the mobile libraries.

محمد د یوې غیردلتي مرستندویې ټولنې NGO سره کار کوي. هغه د خوزنده کتابتونونو
په اړه غږېږي. ورته غوږ ونیسی.

a. When was the library project established?
b. What are the two aims of the library project?
c. What do they do if they cannot find a book on a requested topic?
d. What subjects does Mohammed mention?

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8b Education and training - My life's vocation

Vocabulary

1. Learning new vocational skills gives people a chance to make a better future for themselves and Afghanistan. The following training courses are common in Afghanistan. Can you match the name of the course with the skills that are learnt on that course? Which course would you like to do?

د نوو مسلکي مهارتونو زده کړه خلکو ته دا شوني کوي چې هم خپله او هم د افغانستان راتلونکې ښه کړي. دا لاندې د روزنې کورسونه په افغانستان کې ډېر دي. تاسو د کورس او په هغه کې د زده کېدونکي مهارت ترمنځ ليکه کښلای شئ؟ تاسو به کوم کورس ولولئ؟

a.	Construction skills	1. sewing, making clothes
b.	Carpet weaving	2. fixing lights and electronic machines
c.	Embroidery	3. fixing cars and motorbikes
d.	Tailoring	4. reading and writing skills
f.	Vehicle mechanics	5. using spreadsheet software
g.	Literacy	6. bricklaying, roofing
h.	IT skills	7. decorating textiles and clothes
i.	Electrical repairs	8. making floor coverings

Vocabulary

2 Read the news report about a new vocational training centre in Afghanistan and fill the gaps with an appropriate word.

په افغانستان کې دمسلکي روزنې د نوي مرکز په اړه دغه خبري راپور ولولئ او تش ځايونه په ور (مناسب) ويوکو (کليمو) ډک کړئ.

a. living	b. technical	c. graduate	d. trade	e. grant
f. tool	g. train	h. expenses	i. sewing	j. old

Acronym Quiz

Are you an AE or an AI?

What does **AWEC** stand for?

a. Afghan Workers' Employment Committee
b. Afghan Workers' Education Centre
c. Afghan Women's Educational Center

What do you think?

Vocational training centre opens

AVTO has finished constructing a vocational training centre in the Paktya province. The centre will **(1)** ____ people in various **(2)** ____ skills including construction, mechanics, agriculture, nursing and literacy.

The centre is aiming at two groups of people: the young people who have grown up knowing nothing but war, and are too **(3)** ____ to return to school, and widows.

Thirty widows will attend the first literacy and sewing course from next week. The women will learn to operate a **(4)** ____ machine and go to literacy classes five hours a day, six days a week, for three months. This combination will improve the women's education and give them a **(5)** ____ so that they can support their families. When they **(6)** ____, they will receive a sewing machine, some cloth and other tools so that they can make a **(7)** ____ as a seamstress. During the training, each trainee will receive a **(8)** ____ of $25 a month and travel **(9)** ____ will be paid.

The first courses in construction skills will begin in one month. Graduates from these courses will receive a **(10)** ____ kit and a government certificate.

Listening / Reading

3. These four people are following vocational training courses. Read / Listen to what they say and answer the questions.

دغه څلور کسان په يوه مسلکي کورس کې زده کړه کوي. ولولئ\ واورئ چې هغوی څه وايي او پوښتنو ته ځواب ووايئ.

a. What course is each person doing? Choose from these possibilities.

1.	An embroidery course	2.	A computing course
3.	A course in electrical repairs	4.	A course in vehicle repairs

b. What opportunities will the courses provide for them?

A: This course is very good for me. I am learning how to decorate textiles and clothes and at the end of this course I will get a sewing machine. This will mean that I can work at home and earn money to look after my children.

B: I'm really enjoying my course. We are learning how to fix cars and motorcycles. Completing the course and getting the certificate will give me the chance to get a job as a mechanic.

C: My course is hard work. I am learning so many new things – word processing, how to use the internet, spreadsheets. It's great. Doing this course will give me the opportunity to apply for an office job with an NGO, or the UN.

D: This course is very useful. I have learnt how to repair lights and to install lighting systems in new houses and buildings. At the end of the course, I will get a tool kit. This will allow me to set up my own business as an electrician and earn my own living.

Function

4. Talking about opportunities   د شونتیاوو (امکاناتو) په اړه غږېدل

The training courses will help people in the future. They provide new opportunities for people. Look at the way people talk about opportunities.

د روزنې کورسونه د خلکو سره ددوی په راتلونکې کې مرسته کوي. هغوی خلکو ته نوې شونتیاوې (امکانات) وړاندې کوي. وګورئ چې خلک د شونتیاوو په اړه څنګه غږېږي.

a. This will **mean that I can** work from home and earn money to look after my children.
b. Getting the certificate will **give me the chance to** get a job as a mechanic.
c. Doing this course will **give me the opportunity to** apply for an office job with an NGO.
d. This will **allow me to** set up my own business as an electrician and earn my own living.

Practice

5. Try to complete these sentences with suitable endings or beginnings.

ددغو جملو تش ځایونه په سمو ویوکو یا عباراتو پوره کړئ.

a. Speaking English has given me the opportunity to …
b. ……….will mean that you can phone your family at any time.
c. Getting a scholarship will give me the chance to …
d. ………will give him the chance to visit his Grandmother in Peshawar.
e. Learning to use a computer will mean that I can …
f. Buying a car allowed me to …
g. ………allowed us to get better jobs.
h. Having peace in our country gives us the chance to…

Afghan voices

6. Listen to the cassette. Why does Shafiqullah think it is important to learn English in Afghanistan?

کسېټ ته غوږ ونیسئ.   ولې شفیق الله داسې انګېري چې په افغانستان کې د انګلیسي ژبې زده کړه مهمه ده؟

Listening / Reading

The Tale of the Wise Donkey

This story is for you to enjoy. As you read or listen to each part, find the answers to the questions. There are more ideas for further practice at the end of the story.

دا کیسه ستاسو له پاره غوره شوې چې خوند ترې واخلئ. د هغې د هرې برخې د لوستلو په مهال کې هڅه وکړئ چې پوښتنو ته ځوابونه بیاموموئ. د ډېر تمرین له پاره د کیسې په پای کې نورې مفکورې هم راغلې دي.

1 Shereen Agha saw something he really wanted. What was it?
2 How did Shereen Agha cross the fast running stream, and what happened next?
3 Shereen Agha's foot was throbbing with pain and his friend suggested a remedy.What was it? Do you think it was a good idea?
4 What different places did the wise donkey pass through as he carried Shereen Agha along? Where did they end up?

The sun was climbing in the sky as Shereen Agha tied up his donkey in the shade of a willow tree. With bare feet and a basket filled with tomatoes he sat down to rest next to a fast-running stream. He had been picking tomatoes since early morning, and he was looking forward to selling them for a good price in the market that day. He looked across the stream and saw, to his great surprise, a strong healthy tomato plant. On this plant, he saw the largest, reddest tomato he had ever seen. His mouth began to water. "How tasty that tomato must be," he thought. "I must have it, but how can I reach it?"

Shereen wanted that tomato so much that he decided to jump across the fast running stream. He took several deep breaths and, with all his strength, he ran towards the stream. He ran as fast as the wind and jumped as high as a bird. He saw the water pass beneath him, and smiled. "I've done it, I've done it", he shouted. But, as he landed, he screamed with pain. "Aaaargh!" A piece of glass had cut his foot, which was now bleeding heavily. It was as red as the tomato he had so wanted. Shereen somehow struggled back across the stream. He took a dirty old handkerchief and tied it tightly around the wound, to stop the bleeding. As the pain eased, he decided to go straight to the market. He got on his donkey and started to ride back towards town.

As he made his way back to town, Shereen tried to ignore his throbbing foot, but he noticed that it was still bleeding. He met a friend, who called to him to put some soil on the injury, because this would surely stop the bleeding. Shereen agreed and told the donkey to slow down but the donkey ignored him, and kept on walking. As they passed by the village shop his foot was still bleeding. Shereen again tried to make the donkey stop, pulling hard on its reins. "Stop you foolish donkey, stop, I tell you." But, the donkey would not stop. It lowered its head and started to run, to run as fast as the wind. Finally Shereen hit the donkey with a stick, ordering it to stop, but nothing could stop this donkey!

Carrying Shereen with his bleeding foot and basket of tomatoes, the donkey ran through the town streets. It ran past the police station, it ran through the market, the market where Shereen wanted to sell his tomatoes. Finally, the donkey stopped outside a low modern building. It was exhausted and was breathing heavily. Shereen shouted at his stupid donkey. "Why didn't you stop to let me put soil on my wound? Why didn't you stop at the market? Why have you stopped here?" Shereen jumped off the donkey and landed on his injured foot. Again, he screamed in pain and he kicked the donkey in anger. He turned around and saw, to his surprise, that a nurse was coming out of the building to help him. The 'stupid' donkey had taken his master right to the door of a new doctor's clinic.

Roleplay: Imagine the conversation between Shereen Agha and a doctor or nurse at the clinic, then act it out in English with a friend.

Storytelling: Shereen Agha was lucky to have such a wise donkey to help him. Try telling the story again from the donkey's point of view.

Glossary

Unit 1a Getting the job – The interviewer

Exercise 2

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
Accountant	محاسب
civil servant	ملکی مامور
doctor	ډاکټر
engineer	انجینر
field worker	سیمه ییز کارگر
interpreter	ژباړونکی
journalist	خبریال، ژورنالیست
office assistant	سکرتر
NGO	نادولتي موسسې یا ټولنې
translator	ژباړونکی
lawyer	قانونپوه . مدافع وکیل
administrative work	اداري کار
building	تعمیر، ساختمان، ودانۍ
charity	خیرات، بسپنه، مرسته
company	شرکت، کمپنۍ
documents	اسناد
finances	مالي چارې، مالي، پولي یا د پیسو چارې
government	حکومت
machine	ماشین
news stories	خبرونه، خبري پېښنه یاکیسه
research	تحقیق، څېړنه
spoken language	د غږېدا ژبه

Verbs / verb phrases	فعلونه / په فعل پوري تړلي عبارتونه
to change something	په یوه شي کې بدلون راوستل
to check something	دیوه شي (لکه د معلوماتو) دسموالي ازمویل
to cure someone	دکوم چا درملنه، دارو درمل کول
to design something	دیوه شي طرحه کول، د یوه شي دیزاینول
to do something for somebody	د یوه چا له پاره دیوه شي لکه (کار) کول
to plan something	دیوه کار یا یوه شي د تکل جوړول، پلان جوړول
to prepare something	دیوه شي چمتو کول، تیارول
to report on something	دیوه شي په اړه راپور ورکول، د یوه شي په اړه خبر ورکول
to work for somebody	دیوه چا له پاره کار کول
to translate something	دیوه شي ژباړل یا ترجمه کول

Exercise 3

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
advert	اعلان، اشتهار
applicant	غوښتنلیک ورکوونکی
application	غوښتنلیک
candidate	کاندید، د یوې څوکۍ د ګټلو له پاره ولاړ کس
interview	مرکه
interviewee	هغه څوک چې مرکه ورسره کیږي

shortlist	لنډ نوملیک، چاڼ شوی نوملیک، د نومونو له چاڼ څخه بل پړاو ته دغوره شوو کسانو نوملیک

Verbs	فعلونه
to arrange something	دیوه شي سنجول، یا جوړول ‹ لکه د غونډې›
to interview someone	د یوه چاسره مرکه کول
to look at something or someone	یوه شي یا یوه چا ته کتل
to offer something to someone	یوچاته دیوه شي وړاندېزیاست کول ‹لکه د یوه کار کول یا د چایو ست ›
to place something in something	په یوه شي کې د بل شي ځای پرځای کول یا ایښودل
to select something	دیوه شي غوره کول ‹ لکه د نورو له منځه د یوه کس یا شي غوره کول›

Exercise 4

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
advice	مشوره ، نصیحت، سلا
mistake	تېروتنه، غلطي
organisation	ټولنه، موسسه
performance	کړنه، پلي کول، اجرا کول
preparation	تیاری، چمتووالی

Verbs / verb phrases	فعلونه / په فعل پوري تړلي عبارتونه
to improve something	دیوه شي ښه کول، سمول، سمون راوستل
to involve something	په یوه بهیر یا کار کې د یوه شي ورګډول

Adjectives / adjectival phrases	صفتونه / په صفت پوري تړلي عبارتونه
calm	کرار، ارام
casual	عادي، هغه څه چې عادي وي، د هري ورځې یا غیر رسمي ‹ لکه جامې›
common	عام، دودشوی، ډېرباب شوی
confident	ډاډه، مطمین
obvious	ښکاره، معلوم، له شکه پرته، ثبوت شوی
smart	هوښیار، فیشني

Adverbs / adverbial phrases	قیدونه / په قید پورې تړلي عبارتونه
clearly	په ښکاره، واضح
exactly	عین هماغه ډول یا په عین ډول چې غوښتنه یې وي
honestly	په رښتیا ، په رښتوني ډول
positively	په مثبت ډول، په رښتیا ، په جوړوونکي ډول
properly	په وړ، یا مناسب ډول

Unit 1b Getting the job – The interview

Exercise 2

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to be busy	بوختېدل، بوخت اوسېدل
to deal with customers	درانیوونکو سره چلن یا معامله کول
to prepare a report	دیوه راپور جوړول، چمتوکول یا تیارول
to provide training	دروزنې د خدماتو وړاندې کول، روزنه ورکول
to use a computer	د کمپیوتر کارول، استعمالول
to use a spreadsheet	په کمپیوتر کې د جدول یا دکمپیوتر د حسابي برخې یا پاڼې کارول
to work in an office	په یوه دفتر کې کار کول
to work with colleagues	د همکارانو سره کارکول

Exercise 3

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
administration	اداره
colleague	ددفتر همکار
customer	رانیوونکی، مشتري
printing company	دچاپ کمپنۍ یا شرکت
spreadsheet	جدول یا د کمپیوتر حسابي پاڼه
word processing software	کمپیوتر چارې ترسره کیږي پوست کالی، یا دکمپیوتر پروګرام چې په هغې کې د
<u>Adjectives / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
senior	مشر، مخور

Exercise 6

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
enquiry	پوښتنه ګروېږنه، تحقیق
international community	نړیواله ټولنه
office manager	د دفتر مشریا امر
work schedule	د کار مهالوېش
<u>Adverbs / adverbial phrases</u>	قیدونه / په قید پورې تړلي عبارات
abroad	باندېنی، بهر، خارج، له هېواد څخه دباندې

Unit 2a Working life – In the office

Exercise 2

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to introduce someone to someone	یوچاته د یوه چا ورپېژندل یا معرفي کول
to log on to a computer	دیوه کمپیوتر په پروګرام کې داخلېدل
to make a photocopy	د یوه شي فوتو کاپي جوړول
to open a folder	دیوه پروګرام د ننه د دوسیې دبرخې پرانیستنه
to print something	دیوه شي چاپول
to show someone how to do something	یوه چاته ددې ښوول چې یو کار څه ډول وکړي
to turn off a computer	د کمپیوتر ګلول، مړکول

Exercise 3

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
admin (administration)	اداري کار(ادارې ته راځي)
drive	دکمپیوتر د چلښت یوه برخه
email	اېمیل یا برښنالیک
generator	جنراتور
order form	دیوه شي یا توکي د غوښتنې یا فرمایش ورکولو پاڼه
password	شېفر، دیوه شي یا کار له پاره له مخکې ټاکل شوی ویوکی
<u>Adjectives / adjectival phrases</u>	صفت / په صفت پورې تړلي عبارتونه
lazy	ټنبل، بېکاره

Exercise 5

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
boss	امر، د یوه چا د کار مشر
report	راپور
<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه

to arrange a meeting	د غونډې یا له چاسره د کتنې ټاکل یا تنظیمول
to collect something	دیوه شي (لکه مالیه، پور) راټولول
to deliver something	دیوه شي سپارل یا رسول یا په ځای کول (لکه د سیاسي ژمنې)

Exercise 6

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to answer the phone	ټیلیفون ته ځواب ورکول
to file a document	دیوه سند جوړول یا برابرول
to organise the delivery	دیوه شي د سپارلو یا رسولو د کار جوړول یا تنظیمول
to pass on a message	دیوه پیغام سپارل یا رسول
to take a break	په کار یا یوه بهیر کې ځنډ یا تفریح
to take a message	پیغام اخیستل
to work late	ترناوخته پورې کار کول

Exercise 7

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
entitlement	دیوه شي د لرلو وړتیا یا حق لرل ، استحقاق
recruitment	استخدام، کارگمارنه
Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to deal with	دیوه چا سره سروکارلرل یا چلن کول

Unit 2b Working life – The meeting

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
database	د معلوماتو زیرمه
document	سند
file	دوسیه
folder	په کمپیوتر کې د فایل د ساتلو برخه
spreadsheet	جدول یا د کمپیوتر د محاسبې پاڼه

Exercise 2

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to ask someone to do something	له چاڅخه د یوه کار د کولو غوښتنه
to be available all the time	هرکله د یوه کار (دفتر) له پاره تیار اوسېدل
to give someone an overview	یوه چاته یو عمومي نظر ورکول
to matter	ارزښت لرل
to suggest an idea to someone	یوه چاته د یوه نظریا خبرې وړاندیز کول

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
answering machine	پیغام اخیستونکی ماشین (تیلیفون)
interruption	دیوه کار په بهیر کې ځنډیا ځنډ راتلل
refugee situation	دپناه غوښتونکي یا مهاجر حالت یا وضعیت
Adverbs / adverbial phrases	قیدونه / په قید پورې تړلي عبارتونه
efficiently	په اغېزناک ډول، په اغېزمن ډول، په مهارت سره، په کاري وړتیا سره

Exercise 5

Adjective / adjectival phrases	صفت / په صفت پورې تړلي عبارتونه
democratic	دېموکراتیک

Exercise 7

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to do research	څېړنه یا تحقیق کول
to give feedback to someone	یو چاته د یوه کار په اړه ببرته معلومات یا نظر ورکول
to look after the accounting	د محاسبې خیال ساتل ، په محاسبې پام کول
to manage the building repairs	د ودانۍ د ترمیم د کار اداره کول یا یې ترسره کول
to manage the centre	دیوه مرکز اداره کول
to service the computers	د کمپیوټر د پالنې کار کول، حفظ و مراقبت

Unit 3a Transport and infrastructure – On the road

Exercise 1

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
category	ډلبندي، د توکو یا شیانو ډله، ډله
international border	نړیواله پوله یا سرحد
network	شبکه
<u>Verbs / verb phrases</u>	عبارتونه / په فعل پورې تړلي عبارتونه
connect	اړیکي نیول یا ټینګول، ددوو شیانو ترمنځ د اړیکي ټینګول
<u>Adjective / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
primary	لومړنی، بنسټیز
principal	اصل، ارزښتمن، مهم
secondary	دویم
tertiary	دریم، د دریمې درجې ارزښت لرونکی

Exercise 2

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
asphalt	اسفالت، قیر
construction	جوړول (لکه د ودانۍ)
country	هېواد
economy	اقتصاد
goods	توکي، کالي، امتعه، مال، شیان
infrastructure	بنسټیز جوړښتونه(لکه د اقتصاد)
interdependence	یو پر بل پورې تړاو لرل، خپل منځي تړاو
maintenance	ترمیم، پالنه، حفظ و مراقبت
priority	لومړیتوب
reconstruction	بیاجوړونه
restoration	لومړني حالت ته بېرته ورګرځول (لکه د یوې ړنګې ودانۍ)
symbol	نخښه، نشان، سیمبول
transport	ترانسپورت
unity	یووالی، یوموټی والی
<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to encourage something/someone	دیوه شي یا یوه چا هڅول یا لورول یا تشویقول
to require something	دیوه شي غوښتل یا اړتیا لرل
<u>Adjectives / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
current	روان، جاري
economic	اقتصا
effective	اغیزمن، اغیزناک

enormous	لوی، غټ، ستر
functioning	کاریتوب، کاریوالی
neglected	له پامه غورځېدلی یا غورځولی

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
department	څانګه، د یوې ادارې یوه برخه
ferry	کشتۍ، د وړلو وسیله، لېږدونه (د توکو)
contractor	قرار دادي
delay	ځنډول (د یوه کار)
medical supplies	طبي رس یا مواد یا توکي
Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to reduce something	دیوه شي راکمول
to improve	په یوه شي کې (لکه کار یا بهیرکې) ښه والی راوستل
Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلي عبارتونه
regional	سیمه ییز
Adverbs / adverbial phrases	قیدونه / په قید پورې تړلي عبارتونه
locally	په سیمه ییز ډول یا په سیمه کې

Unit 3b Transport and infrastructure – Up, up and away

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
company headquarters	دشرکت یا کمپنۍ د مشرتابه مقر یا دفتر
logo	نخښه، نښان، رسمي نخښه (لکه د یوې موسسې یا ډلې)
Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارات
to represent something/someone	دیوه چا/ یوه شي (لکه یوې ټولنې) استازیتوب کول
Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلي عبارتونه
established	بنسټ ایښودل شوی، جوړ شوی، نومور شوی، ثبوت شوی
designed	طرحه، پسوللی، نقشه یا طرحه شوی

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
booking	مخکې له مخکې په خپل نامه رانیول یا بیانه کول
booking office	دټیکټ د رانیولو یا په خپل نامه کولو دفتر

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
flight	الوتنه
luggage	بار

Exercise 4

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
flight reservation	د الوتنې دټیکټ رانیول یا په خپل نامه کول
return ticket	دبېرته ګرځېدو ټیکټ، د ستنېدو ټیکټ
single ticket	دیوې خوا یا لورې ټیکټ
visa form	د ویزې فورمه

1a Getting the job - The interviewer

Ideas and experience

1. In Afghanistan there are many jobs that require the use of English. Which can you think of? Write some ideas below.

په افغانستان کې ډېرې دندې (کارونه) شته چې انگلیسي ژبه غواړي. تاسو ته څه داسې دندې په نظر درځي؟ که درځي نو په لاندې تش ځای کې یې ولیکئ.

Vocabulary

2. Here are some job definitions. What do you think the jobs are? Use the vocabulary glossary at the back of the book to help you. Write the job title in the gap in the correct sentence. Which of these jobs do you think requires the most use of English? Which requires the least?

لاندې ځینې دندې (کارونه) تشریح شوي دي. څه فکر کوئ چې دا دندې څه دي؟ د کتاب په پای کې د ویوکو (کلماتو) له زیرمې څخه کار واخلئ او د لاندې جملو د سر په تشو ځایونو کې د دندو نومونه ولیکئ. ددغو دندو څخه کومې دندې ډېره انگلیسي غواړي؟ کومې یې لږه انگلیسي غواړي؟

a. An ____ designs and plans new buildings and machines.
b. A ____ cures sick people.
c. A ____ prepares legal documents and contracts.
d. An ____ does administrative work in a company.
e. An ____ checks a company's finances.
f. A ____ changes the language of documents.
g. An ____ translates spoken language.
h. A ____ works for the government.
i. A ____ reports on news stories.
j. An ____ does practical research for a charity.

Vocabulary

3. You are going to meet Khalid. He works for a company and is responsible for the recruitment of new staff. He interviews the candidates for the jobs. Look at the list of his duties. Can you put them in a logical order? Remember, you can check all the vocabulary in the glossary.

تاسو به له خالد سره وگورئ. هغه د یوې کمپنۍ له پاره کار کوي او د نوو کسانو د گمارلو دنده (کار) ور په غاړه دی. هغه د دندو (کارونو) له پاره له هیله منو سره کاري مرکې کوي. د هغه دندو ته پام وکړئ. کولای شئ هغه په منطقي ډول کتار کړئ؟ ویوکي د کتاب د پاي زیرمې کې کتلای شئ.

a.	First of all, I *place a job advert in a newspaper.*	~~place a job advert in a newspaper~~
b.	Following that, I ______________.	arrange the interviews with them
c.	and I ______________.	select the best candidate
d.	Then, I ______________.	look at the applications on paper
e.	and I, of course, ______________.	interview the applicants
f.	Having done that, I ______________.	offer the position to that person
g.	And, finally, I ______________.	make a shortlist of potential interviewees

Listening / Reading

4. Read / Listen to Khalid talking to a radio interviewer called Sarah. He is giving advice about job interviews. Answer the questions.

ولولئ\ واورئ چې خالد په یوې رادیوي مرکې کې سارا ته څه وایي. هغه د کاري مرکې په اړه مشورې ورکوي. لاندې پوښتنو ته ځواب ورکړئ.

a. Does Khalid have a lot of experience in giving interviews?
b. Does Khalid think you can do things to help before the interview?
c. Do you think Khalid gives good or bad advice?

Unit 4a Refugees, IDPs and housing – Returning home

Exercise 1

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
homeless people	بې كوره شوي خلک
refugee	پناه غوښتونكى، مهاجر

Exercise 3

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
concerns	اندېښني
conditions	شرايط
effort	هڅه، كوښښ
leader	لارښود، مشر
military	پوځ
origin	سرچينه، منبع، د يوه شي د پيدا كېدو ټكى يا ځاى
press briefing	مطبوعاتو سره خبرې، مطبوعاتو ته خبرې، ډله ييزو خپرندويو وسيلو ته خبرې
province	ولايت
returnees	ستنېدونكي
settlement	ځاى پرځاى كېدل، د يوې ستونزې(لكه شخړې) اوارول، مېشتېدل
situation	وضعيت
tension	كړكيچ، تروربرېښ
violence	تاوتريخوالى

Verbs / verb phrases	فعلونه / په فعل پوري تړلي عبارتونه
to reside somewhere	يو چېرته ځاى پرځاى كېدل يا اوسېدل
to flee	تښتېدل

Exercise 4

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
water supply	داوبو رس، داوبو رسول، د اوبو زېرمه

Verbs / verb phrases	فعلونه / په فعل پوري تړلي عبارتونه
to rebuild something	ديوه شي (لكه ودانۍ يا هېواد) بيا ودانول
to register with the authorities	دچارواكو سره نوم ليكل يا ثبتېدل
to recommend something	ديوه شي سپارښتنه

Adjectives / adjectival phrases	صفتونه / په صفت پوري تړلي عبارتونه
sensible	حساس، با احساسه، هوښيار

Exercise 6

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
shortage	ديوه شي كمى، كمښت

Verbs / verb phrases	فعلونه / په فعل پوري تړلي عبارتونه
to repair something	ديوه شي جوړول يا ترميمول

Unit 4b Refugees, IDPs and housing – Rebuilding

Exercise 1

Nouns / noun phrases	نومونه / په نوم پوري تړلي عبارتونه
blanket	شړۍ، كمپله
brick	خښته
charcoal	سكور، سكاره

door	دروازه، دړه
house building materials	دکور جوړولو توکي
kerosene	دخاورو تېل
living supplies	دژوند توکي، لکه ډوډۍ او نور
plastic sheeting	پلاستيکي پوښونه(لکه دودانۍ له پاره)
possessions	مال، ملکيت
roof beam	دچت تير
shovel	يوم، بېل
stove	بخارۍ، نغرى، داښ
tent	کيږدۍ، خيمه
window	کړکۍ
window frame	دکړکۍ چوکاټ

Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلي عبارتونه
essential	لومړنى، بنسټيز

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
cash	نقدي پيسې، نغدې
grant	مرسته، بلاعوضه مرسته، بسپنه
money	پيسې

Verb / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to destroy something	ديوه شي ورانول
to need something	يوه شي ته اړتيا لرل
to provide something	يوچاته د يوشي ورکړه (لکه د خوړو يا روزنې)
to rebuild something	ديوه شي بياابادول

Exercise 5

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
bucket	بوکه، د اوبو د اخېستلو لوښى، سلواغه
field worker	سيمه ييز کارکوونکى
furniture	فرنيچر، ميز او چوکۍ او ورسره تړلي توکي
region	سيمه، منطق
wood	ځنګل، لرګى

Exercise 6

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
stockroom	ګودام، زيرمتون

Unit 5a Communication and the media – The media

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
current affairs	دورځې خبرې، روانې چارې
internet	انټرنېټ
magazine	مجله
newspaper	ورځپانه
radio	راډيوو
satellite television	هغه تلويزيونونه چې په سپوږمکۍ چلېږي، سټلايټ تلويزيون

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
broadcast journalism	د راډیوو تلویزیون ژورنالیزم
camera crew	دکمرې چلوونکي، کارکوونکي یا عمله
journalist	خبریال، ژورنالیست
news article	خبري مقاله
news conference	خبري کنفرانس، مطبوعاتي ناسته یا غونډه
news reader	خبرلوستونکی
news report	خبري راپور
photographer	عکس اخیستونکی، فیلم اخیستونکی
press release	خبري پاڼه، مطبوعاتي وینا، مطبوعاتو ته خپره شوې پاڼه
print journalism	دچاپ یا طباعتي ژورنالیزم

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
business	ګټه وټه، سوداګري، کاروبار
child care facilities	دماشومانو د پالنې اسانتیاوې
opportunity	شونتیاوې، امکانات
training course	د روزنې کورس

Verbs / verb phrases	فعلونه/ په فعل پورې تړلي عبارتونه
to do something in your own time	د دفتر له وخته پرته په خپل شخصي وخت کې د یوه کار کول
to follow a course	دروزنې د یوه کورس تعقیبول، یا په کې سبق ویل
to last an amount of time	یوه معینه اندازه مهال دابنت لرل، یا دوام کول
to provide something	یوچاته د یوه شي ورکړه

Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلي عبارتونه
intensive	شدید (لکه کار یا کورس)، زیات (لکه د ناروغ پالنه)
potential	ذاتي ورتیا، شونتیا

Exercise 4

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
people in authority	هغه خلک چې واک ورسره وي، د چارو د واک لرونکي
stranger	پردی، نا اشنا ناپېژندوی

Exercise 5

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
tuition	درس، سبق، زده کړه

Exercise 6

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
civil servant	دولتي ملکي مامور
expert	کارپوه، متخصص
government ministry	دحکومت وزارت
senior technician	مشر یا مخور تخنیکر

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to sponsor something	دیوه شي مالي لګښت په غاړه اخیستل

Unit 5b Communication and the media – Communication

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه

bad reception	دښېو ښه نه اورېدل، دغږ ښه نه اورېدل
communication	مخابرات، د پوهاوي راپوهاوي وسايل
hand set	موبايل يا خوزنده ټېلېفون
pre-paid service	هغه خدمات چې پيسې يې له مخکې ورکول کېږي
price tariff	دخدماتو په بدل کې د پيسو ورکړه يا تعريف
ring tone	دټېلېفون د زنګ د غږ ډول
text message	ليکلی يا متني پيغام
top-up card	دټېلېفون کولو له مخکې پيسې ورکول شوی کارت
voicemail	غږيزپيغام اخيستونکې اسانتيا

Adjectives / adjectival phrases	صفونه / په صفت پورې تړلي عبارتونه
essential	بنسټيز، اساسي، لومړنی، ارزښتمن
proper	وړ، مناسب

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
battery	بېټرۍ
function	کار کول، کاري
pocket	جېب

Adjectives / adjectival phrases	صفتونه / په صفت پوري تړلي عبارتونه
similar	ورته، همډوله

Adverbs / adverbial phrases	قيدونه / په قيد پورې تړلي عبارتونه
personally	په خپله دکار کوونکی، شخصا

Unit 6a Security, laws and politics – Use your vote

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
constitution	اساسي قانون
delegate	استازی
political system	سياسي جوړښت يا سيستم
president	جمهور رييس، ولس مشر
prime minister	لومړی وزير، صدراعظم
vice-president	دولس مشر ياجمهور رييس مرستيال

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to adopt something	ديوه شي (لکه قانون يا پرېکړه ليک) منل يا تصويبول
to attend something	ګډون کول (لکه په غونډه يا ناسته کې)، يا برخه اخېستل
to base something on something	ديوه شي بنسټ په يوه شي اېښودل

Adverbs / adverbial phrases	قيدونه / په قيد پورې تړلي عبارتونه
officially	په رسمي ډول، رسما

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
civil servant	ملکي مامور
election	ټاکنې يا انتخابات
lower house	ولسي جرګه
minister	وزير
national assembly	ملي شورا

upper house	دمشرانو جرگه یا سنا
vote	رایه، ووټ
voter	هغه څوک چې رایه ورکوي، د رایې ورکولو وړتیا لرونکي

Verbs / verb phrases	فعلونه / په فعل پورې تړلې عبارتونه
to appoint someone	دیوه چا گمارل یا مقررول
to elect someone	دیوه چا ټاکل یا غوره کول (لکه په ټاکنو کې)
to nominate someone	نومول (لکه د یوې څوکۍ له پاره د چا نومول)

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلې عبارتونه
adoption	منل یا فیصله کول (لکه د یوه پریکړه لیک یا قانون)
appointment	په کار گمارل یا مقررول
approval	تصویب، منل، تایید
detail	جزییات
district council	دولسوالۍ شورا
election process	د ټاکنو بهیر
governor	والي
organisation	موسسه یا ټولنه
policy	تگلاره، کرنلاره، پالیسي
political system	سیاسي جوړښت
strength	ځواک، سبکه، قوت، زور

Verbs / verb phrases	فعلونه / په فعل پورې تړلې عبارتونه
to approve something	دیوه شي لکه قانون تصویبول یا تاییدول
to choose something	دیوه شي غوره کول
to decide something	دیوه شي په اړه پریکړه کول
to select something	د ډېرو له منځه د یوه شي غوره کول

Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلې عبارتونه
electoral	د ټاکنو پورې تړلی (لکه بهیر، رایې...)
parliamentary	شورایي، پارلماني، په پارلمان پورې تړلی (لکه واک یا ټاکنې...)
political	سیاسي
presidential candidate	دجمهوري ریاست دڅوکۍ د گټلو له پاره ولاړکس، کاندید

Exercise 6

Nouns / noun phrases	نومونه / په نوم پورې تړلې عبارتونه
draft constitution	له تصویبه مخکې اساسي قانون متن
opinion	نظر
version	روایت، نسخه، د یوه شي د روایت یا نسخې ډول

Verbs / verb phrases	فعلونه / په فعل پورې تړلې عبارتونه
to create	دیوه شي هستول یا منځ ته راوړل
to develop	پرمختیا ورکول، وده ورکول (لکه د یوې مفکورې)

Unit 6b Security, laws and politics – Seeking stability

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلې عبارتونه
aid workers	مرستندوی کارکوونکي، د مرستندویو ټولنو کارکوونکي
effective	اغېزمن، اغېزناک

faction	ډله
local	سیمه ییز
militia	ملېشې
Mujahideen	مجاهدین
police force	دپولیسو ځواک
security	امنیت
situation	وضعیت
terrorism	وېره اچونه، ترهګري، تروریزم
threat of danger	دګواښ یا خطر شته والی

Exercise 2

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
arming	وسله وال کول
army	پوځ
demilitarisation	ناپوځي کول
destabilisation	ناکراره کول، بې ثباته کول
disarming	بې وسلې کول
militarisation	پوځي کول
stabilisation	په کراره کول، یا ثبات راوستل
stability	کراري، ثبات

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
arm	وسله وال کول
demilitarise	ناپوځي کول
destabilise	ناکراره ول، ناکراره کول، بې ثباته کول
disarm	بې وسلې کول
militarise	پوځي کول
stabilise	کراره ول، ثبات راوستل

Exercise 3

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
peace agreement	د سولې تړون یا موافقه

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to improve	دیوه شي یا کار یابهیر ښه کول
to maintain	ساتل (لکه د اوربند په ځای ساتل یا درناوی کول)

<u>Adjectives / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
loyal	وفادار
strong	ځواکمن، زورور، قوي

Exercise 4

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
general society	عمومي ټولنه، ټوله ټولنه
point of view	دنظر ډول، نقطه نظر، نظر

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to make progress	پرمختګ کول
to reintegrate	په یوه شي کې بیا ورګډول یا شاملول
to resolve a problem	دیوې ستونزې اوارول

Adjectives / adjectival phrases	صفتونه / په صفت پورې تړلي عبارتونه
current	اوسنی، روان، جاري، ورځینی چارې
former	تېر، پخوانی

Unit 7a Health and safety – Fighting diseases

Exercise 1

Nouns / noun phrases	نومونه/ په نوم پورې تړلي عبارتونه
amputation	پرې کول (لکه د لاس یا پښې)
diet	ځانګړې خواړه(لکه پرهیزانه)
disease	ناروغي، بیماري
hygiene	پاکي، روغتیایي چارې، وقایوي چارې
malnutrition	خوارځواکي
medicine	طب، درمل، دوا
midwife	قابله، نرسه
sanitation	روغتیایي چاروته پاملرنه، حفظ الصحه
vaccination	ستنې لګول، واکسین کول
vitamin	ویټامین

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
diarrhoea	نس ناسته، اسهال
diphtheria	یو ډول نارغي، دېفتري
malaria	ملاریا
polio	دماشومانو دفلج یا ګزڼ ناروغي، پولیو
tuberculosis (TB)	سل، نری رنځ

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
child care	دماشوم پالنه
equipment	وسیله
medicine	دوا، درمل، طب
mobile health clinic	ګرځنده یا سیار کلینیک
schedule	مهالوېش
supervisor	امر، د چاروڅارونکی

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to distribute something	دیوه شي (لکه د خوړو) وېشل
to hold something	دیوه شي ساتل (لکه په لاس کې) یا کول (لکه د ټاکنو)
to organise something	دیوه شي تنظیمول (لکه د غونډې) د یوه شي جوړول (لکه د مېلمستیا)
to run something	دیوه شي چلول (لکه د ورځپاڼې یا پروژې)
to vaccinate someone against something	دیوه شي (لکه نری رنځ) پرضد ستنې وهل یا واکسین کول

Exercise 5

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to publish something	دیوه شي چاپول او یا خپرول

Exercise 7

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
consultative meeting	دسلا مشورې ناسته یا غونډه
discussion issue	دغور وړ خبره یا موضوع
drama	ډرامه، ننداره، ښودنه

provinces	ولايتونه
topic	عنوان، نوم

Unit 7b Health and safety – Safety first

Exercise 1

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
anti-personnel mines	دپرسونل ضد ماينونه، د انسان ضد ماينونه
cluster bombs	خوشه يي بمونه
de-mining	ماين پاکول
mine awareness	له ماين څخه خبرتيا، د ماين په اړه خبرتيا
mine clearance operations	دماين پاکولو عمليات يا کړنې
minefield	ماين لرونکې ځمکه، هغه ځمکه چې ماين په کې اېښودل شوی
munitions	چاودېدونکي توکي يا مواد يا مهمات
pile of stones	دتيږو يا وړو ډبرو باره يا کوټه
UXO	ناچاودلي مهمات يا توکي

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to be affected by something	ديوه شي څخه اغېزمن کېدل
to identify something	ديوه شي پېژندل يا پېژندويي

<u>Adjectives / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
marked	په نخښه شوی

Exercise 2

<u>Nouns / noun phrases</u>	نومونه / په نوم پورې تړلي عبارتونه
awareness	باخبره اوسېدل، د يوه شي څخه خبرتيا
clearance	پاکول (لکه د ماينونو)
detection	ديوه ناجوت يا پټ شي موندل، په يوه شي پوهېدل
explosion	چاودنه
removal	له منځه وړل، لېرې کول
unaware	ناخبره، نا خبر

<u>Verbs / verb phrases</u>	فعلونه / په فعل پورې تړلي عبارتونه
to be aware of something	پوه، باخبره (له يوه شي څخه) باخبرتيا (له يوه شي څخه)
to be unaware of something	ديوه شي څخه ناخبرتيا
to clear something	ديوه شي پاکول (لکه د ماين)
to detect something	په يوه شي پوهېدل (د ماين په شته والي)
to explode	چاودېدل
to remove something	ديوه شي لېرې کول يا ايسته کول (لکه د ماين)

<u>Adjectives / adjectival phrases</u>	صفتونه / په صفت پورې تړلي عبارتونه
cleared	پاک شوی (لکه له ماين څخه)
detectable	د پيدا کولو وړ (لکه د ماين)
exploded	چاودېدلی
removable	يوشی چې د لېرې کولووړ وي (لکه ماين)
uncleared	ناپاک شوی (لکه ماينونه چې چېرې لاشته وي)
undetectable	دپوهېدو نه وړ (لکه هغه څه چې خوک پرې ونه شي پوهېدلای)
unexploded	ناچاودلی
unremovable	چې لېرې کول يې شونی نه وي

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
leaflet	تبليغاتي پاڼه
poster	لوېې تبليغاتي يا د اعلان پاڼې
risk	خطر، ګواښ
suggestion	ښوول (لکه د يوه وړانديز په ډول)، وړانديز

Unit 8a Education and training – Studying

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
certificate	برى ليک، تصديقپاڼه، شهادتنامه
education	زده کړه، تعليم
qualification	وړتيا، په يوه شي کې وړتيا، يا شهادتنامه

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
arts subject	دهنرونو مضمون
post-graduate qualification	د لېسانس دورې څخه وروسته دورې برى ليک يا شهادتنامه(لکه ډاکترې)
school certificate	دښوونځي برى ليک يا شهادتنامه
school subject	دښوونځي مضمون
science subject	دساينس يا طبيعي علومو مضمون
university degree	دپوهنتون شهادتنامه، برى ليک
university fees	دپوهنتون فيس يا لګښت
university scholarship	دپوهنتون سکالرشپ (بورس)

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to graduate in a subject	په يوه مضمون کي برى، يا برياليتوب
to graduate from an institution	له يوه انستيتوت يا موسسې څخه خلاصېدل، فارغېدل

Exercise 3

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
employment	کار، ماموريت
financial support	مالي ملاتړ
representative	استازى
selection criteria	دغوره کولو کنډه (معيار)

Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to lead to something	يوه شي ته رسول، لارښوونه کول

Unit 8b Education and training – My life's vocation

Exercise 1

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
bricklaying	دخښتو اچوونکى يا ايښودونکى، چې ختګر ته خښتې ورکوي يا ږدي
carpet weaving	غالۍ اوبدل
construction skill	د ودانۍ جوړولو وړتيا يا مهارت
electrical repairs	برښنايي (برقي) ترميمات
embroidery	خامک، ګنډ
floor coverings	دغولي يا فرش پوښل
IT skills	دکمپيوترې تکنالوژۍ وړتياوې يا مهارتونه
literacy	ليک لوست، سواد

roofing	پوښل (د ودانۍ)
sewing	ګنډل
tailoring	درزيګري، خياطي، ګنډل
textile	ټوکر، نساجي
vehicle mechanics	دموټر ميخانيک يا مستري
Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to fix something	ديوه شي (لکه موټر چې وران شي) جوړول
to decorate something	ديوه شي (لکه ودانۍ، کوټه...) سينګارول يا په څه شي پسولل
to sew something	ديوه شي (لکه کالی) ګنډل

Exercise 2

Nouns / noun phrases	نومونه / په نوم پورې تړلي عبارتونه
agriculture	کرنه او مالداري ، زراعت
combination	ګډول، ګډوله
expenses	لګښت، مصرف
grant	دپيسو يا مالي مرسته
nursing	دنرس مسلک
seamstress	هغه مېرمن چې د ګنډلو له لارې خپل د ژوند لګښت ترلاسه کوي
tool	دکار وسيله
trainee	هغه څوک چې د روزنې لاندې وي
vocational training centre	دمسلکي روزنې مرکز
Verbs / verb phrases	فعلونه / په فعل پورې تړلي عبارتونه
to operate something	ديوه شي چلول، چالانول، په کار اچول
to support someone	ديوچا ملاتړکول

Khalid's office, Kabul

Sarah: Could you give us some advice on improving interview performance?

Khalid: Certainly. I am quite an expert in this really. First of all, it is important to prepare properly for the interview. You should find out some information about the company or organisation. You should find out exactly what the job involves. Then, you should decide why the job is a good one for you, or indeed, why you are good for the job.

Sarah: OK. Is there any other preparation I should do?

Khalid: Well, of course you should check that you know where the company building is. Also, you should make sure that you have got some smart clothes to wear. You shouldn't go to an interview in your casual clothes, at least not if I am an interviewer!

Sarah: I see. And during the interview? What should the interviewee do?

Khalid: It is important that you are calm and confident. You should answer questions clearly and honestly. It is a good idea to answer positively and to look at the interviewer. You shouldn't look at your shoes when you answer a question.

Sarah: Yes, that's obvious really.

Khalid: It is obvious, but let me tell you that it is a very common mistake.

Function

5. Giving Advice د مشورې ورکول

Look at these example sentences and notice the language we use when we give advice. Notice that you can use any verb after these phrases.

دغو بېلګو ته پام وکړئ، او وګورئ چې د مشورې د ورکړې په مهال کې موږ څه ډول ژبه کاروو.
په یاد ولرئ چې له دغو عبارتونو څخه وروسته هر فعل کارولای شئ.

It is important to prepare properly. **You should** find out some information.
It is a good idea to answer positively. **You shouldn't** look at your shoes.

Practice

6. Here is some more advice for different situations. There is a mistake in each sentence. Can you find the mistake?

په بېلابېلو شرایطو کې به ځینې مشورې په لاندې ډول وي. په هرې جملې کې یوه تېروتنه شته.
دا تېروتنې په ګوته کولای شئ؟

a. It is important leave early.
b. It is a good idea save money.
c. You should to talk about your problems.
d. You shouldn't to arrive late for work.

Practice

7. What advice can you give someone in the following situations?

په لاندې شرایطو کې به یو چاته څه ډول مشوره ورکړئ؟

a. A foreigner is visiting your city or town. Give her some advice. Think about travel, accommodation, food, personal safety, sightseeing, local and national customs.
b. An Afghan friend of yours, who lives in the country, wants to come to live in the city and find a job with the UN or an NGO. Give him some advice.

Afghan voices

8. Listen to these people talking about why learning English is important in today's Afghanistan. What reasons do they give?

دغو کسانو ته غوږ ونیسئ، چې په نني افغانستان کې د انګلیسي ژبې د زده کړې په ارزښت
غږېږي. دوی څه دلایل یادوي؟

Afghan Voices – transcripts of real conversations

Unit 1a, Exercise 8 Vox Pops

My name is Khaled. I work at the Internet Café and my job is in the internet where we have the customers using the internet.
I am Helena Bohor. I have worked for many NGOs, UN offices and definitely I used lots of English.
My name is Jamshid and I am from Afghanistan. I used to be a sales executive. I used English a lot because we had a lot of foreign customers. Besides speaking we had to translate details which were provided in Dari and Pashto into English or from English into Dari to Pashto.

Unit 1b, Exercise 7 Farida on Recruitment Procedure

(Knock on door)

Farida:	Come in please.
Shireen:	Good morning.
Farida:	Good morning, Shireen, how are you today?
Shireen:	Nice to see you, fine, thank you.
Farida:	Yes, dear?
Shireen:	I need some information about recruitment.
Farida:	Recruitment of national staff?
Shireen:	Yes, of course.
Farida:	Do you want to know about the procedure?
Shireen:	It will be kind of you if you give me information about...
Farida:	Well, if you want to recruit someone in your section as a national staff, you need to give us the job description so I may prepare a vacancy announcement for that positions. We'll collect applications from people who are interested for that job. We'll give them time for interview, we'll interview them. Whoever will be selected for the post, we'll open them a personal file, with all their documents whatever they have, like ID cards, their CVs, resumes or certificates, whatever they have. Then we can issue a contract for him or her to come and join us.

Unit 2a, Exercise 7 Farida describing a typical day

Well of course the typical days we have here, like, especially myself I have to deal with all my colleagues, especially the international colleagues who need information about their personal related things, or about their leaves, about their entitlements and about the recruitment of the national staff, so I have to deal with them and of course I do need to speak with them in English because they don't understand my own language. So far English is very important for me in this section, in this part of my job.

Unit 2b, Exercise 7 Helena on her work in the English Resource Centre in Kabul

In ERC, I am working as a coordinator. What I do is looking after accounting, managing the whole ERC, especially when my boss is not here. I have to give him feedback what's going on, what's going to happen. So I have got to look after all these issues and also to manage with other ministries, for example with the Ministry of Higher Education, I have to have lots of meetings with them, to tell the new situation, since they are very interested in our Centre because more students are coming here for research, for computer work and for conferences and workshops so I am just like coordinating this Centre.

Unit 3a, Exercise 7 Shafiqullah on travelling in Afghanistan for his job

In some provinces which are nearby, which are located near Kabul, we travel by car, by the office car or by local taxi or local buses. For distant provinces like Herat or Kandahar, we travel by air. The UN has provided this facility to all of NGOs, to all of UN agencies who are working for the reconstruction of Afghanistan. Our project is also registered with the UNHAS so we travel by UNHAS planes in different provinces. From the beginning when it became my responsibility to work and gain something for my family, I enjoyed this work, I enjoyed travelling to different provinces of Afghanistan. It is really wonderful.

Unit 3b, Exercise 5 Conversation in an airline booking office

Martin: Salaam alekum.
Jalil: Ah, Walekum Salaam. Yes, may I help you please?
Martin: Yes, I would like to book a flight to Faizabad.
Jalil: OK, and which day you are going to fly to Faizabad?
Martin: Well, what are the exact days of your flights?
Jalil: We fly to Faizabad Mondays, Tuesdays, Wednesdays, Thursdays and Sundays.
Martin: Would tomorrow be possible? Do you have seats tomorrow?
Jalil: No, I'm sorry, we have no vacancy for tomorrow's flight but we can book you for the next flight which is the day after tomorrow.
Martin: Oh but it really, it's really important that I fly tomorrow so do you have a waiting list, maybe?
Jalil: Yeh, we can accept your booking on stand-by basis that if someone does not show up at the airport, so you will have the priority to go.
Martin: OK. Right, so what do you need of me? What kind of...
Jalil: You need to fill out the travel request form, this one.
Martin: OK.
Jalil: And then sign it by your organisation administration or stamp it, and then bring it for payment, so that's it.
Martin: OK. It's ten o'clock now. When do you need it for me to be able to travel if possible tomorrow?
Jalil: Yeah, I think, it's, you know, it's very late but you have to complete it as early as possible so complete it before two o'clock today because we close the manifest at two and after that, so, I mean, you have to complete it by two o'clock.
Martin: OK. I'll do my best, thank you.
Jalil: OK. That's all right. Thank you.

Unit 4a, Exercise 7 Farida on where she learned English

Well I start learning English while I was in Pakistan. When I finished my high school graduations – I did the graduations in Peshawar and moved back to Islamabad. I started learning English as a second language, an ESOL course which was through Canadian people for Afghan refugees in Islamabad. I started with them from the beginner's section in 1992 and that had seven levels and I successfully finished that in 1994 and in 1995 I got my job.

Unit 4b, Exercise 6 Habib orders supplies from the company stockroom

(Door opens and shuts)
Habib: Oh Farshad, how are you doing?
Farshad: I'm fine, thanks. How about you?
Habib: Oh, that's OK, I'm right. Farshad, I need some stationery, my dear. I need some tissue paper, some batteries for my mini-disc and two or three, or if you can issue me four of these notepads and some different colours of pens and pencils. Is that possible for you?
Farshad: It's possible but first you should fill up this request form.
Habib: So could you please fill it for me. I will tell you the items, could you please put the items there?
Farshad: Yes, OK.
Habib: OK, write it down. Ten ball pens, different colours...
Farshad: (WRITING) OK.
Habib: Four notepads. (OK) Two boxes of tissue paper, no, no, no, four, four. (OK) Five pairs of these battery cells. (OK) OK. I think for the time being it's enough.
Farshad: OK, you should sign here...
Habib: OK, I'll sign. Give me that pen... You have to give me that pen, I think. (LOTS OF PAPER, PEN AND SIGNING NOISES) OK, see you.
Farshad: OK, see you, bye bye.

Unit 5a, Exercise 7 Journalist Mustafa on when he uses English in his job.

When we go to news conferences, we work for radio, we should translate very carefully, yeah? If someone come to Kabul and he talks about situation of Afghanistan, maybe I have many question for him but I can't ask him because I don't know what he said. If I know English, if I know what he said, then I can ask. The news conference is one thing and we interview the people - we go to their offices and you know, many heads of NGOs in offices here in Kabul, they are from foreign countries, so it is necessary sometimes. And also, guests come from foreign countries to our office. When we come to office we open Internet, we go to many sites about Afghanistan, about the things which we want to make reports about them. And maybe nowadays the world is here, yes, the whole

of the world is in Afghanistan and the language which is necessary, just there is one language, English yeah?

Unit 5b, Exercise 5 Jamshid on his previous job

I used to be a sales executive at the customer service office of AWCC, which stands for Afghan Wireless Communication Company. I used English there a lot because we had a lot of foreigner customers and we had to translate their speeches from English to Dari or Dari to English. So we had to speak English there and use English there. Besides speaking, we had to translate details which were provided in Dari and Pashto into English or from English into Dari to Pashto. In customer service work we used to work there during the day for helping customers who came there. So we were providing them information about the company and what facilities we are going to provide them. We used to work these kinds of tasks.

Unit 6a, Exercise 7 Maneezha and an English colleague preparing a radio programme

Maneezha: I said about the women's rights and other issues which is related to the social life of the women are discussing in the Loya Jirga...

Colleague: Ah, you wouldn't say 'are discussing' – is being discussed...

Maneezha: Is being discussed, all right. OK. (Speaks in Dari) The ideas of elected women, Jamila Mujahid and Soraya Palika from Kabul City, and Sharifa Safi from Kunar Province, about women's suggestions. So, here I would like to add 'I asked them about women's suggestions.'

Colleague: OK, fine, good now.

Maneezha: OK, the second part of the programme is about the Vox Pops. Before that I said something about (Speaks in Dari) Afghan people, or Afghans have been waiting for long, long time and right now Loya Jirga is in progress (Speaks in Dari). People, how do people compare the past Loya Jirgas with the present Loya Jirga. Is that clear?

Colleague: Aha, that's very clear, yes.

Maneezha: And after that we put two or three vox pops, it depends on the programme's length.

Unit 6b, Exercise 7 A journalist on the DDR programme

Well, first of all, I would like to say what is DDR – Disarmament, Demobilisation and Reintegration. You know that in Afghanistan most of the people they have got weapons; there are warlords, there are commanders, they have got their own people which they are armed. Now there's international programme along with Afghan government, they are trying to collect the weapons and at the same time they are trying to demobilise, you know this means to move it from the Army to some other sector, from one place to another place and then at the same time they are trying to reintegrate them back to the society, to the civil life, to the normal life, and to train them in a different area. Some of them has been reintegrated with the national army – those which is they are suitable and able people, so a number of them has been reintegrated to the national army. A number of them has been trained in other sectors, like building work, electricity and other small projects.

Unit 7a, Exercise 7 Shafiqullah on talking to people in the provinces

On quarterly basis we have to travel to different provinces of Afghanistan to arrange focus groups among the different people and to have their ideas about different issues. We focus on issues and when we travel to provinces we have with us three to four different topics to discuss it with the people what are their idea and to get their idea and put it in the drama. We record that ideas and bring it to the office, and we work on that and make a report for the team of writers. Then a team of donors make a meeting here, we call it a consultative meeting. In our consultative meeting, they discuss the issues that we have brought from the provinces and to make a solution for it. And then they put the issues on the different rules in the New Home New Life drama. After that we broadcast it for the people. And from that drama, New Home, New Life drama, people have learnt lots of thing.

Unit 7b, Exercise 6 A journalist on the landmine situation in Afghanistan

Afghanistan in the past decade had different phase of fighting between Afghans and between Afghans and foreigners. While the Soviet Union occupied the country, as a defence they used landmines on the strategic areas on the roads, and against them the Afghan fighters, the Mujahideen, used landmines heavily in different areas to avoid them for entering the area where they controlled them. The disaster in Afghanistan is that neither the Soviet Union soldiers, neither the Mujahideen have nothing to show now where they've planted the mines. It is a great problem for Afghans. The consequence is if you travel to Afghanistan, in different parts of this country, you

can see disabled people. Sometime it's very interesting and the same time it is odd to me, if you compare the cost of a mine and the clearing operation – a landmine costs two to four dollars, but while you want to clear an area from one mine, it costs you from eight hundred to one thousand dollars and sometime it will priceless because it might be you lost a life of a mine clearing person. Really the progress of clearing of mines is not very in progress in Afghanistan, especially while the American bombed Taliban and al-Qaeda, they used some kind of cluster rocket which planted more landmines in different areas. They add to the problem in Afghanistan. It is really, really a long process, especially while there is lack of funding for some projects and there is also a lot of money going to the administration works rather than the real clearing of mines from the fields.

Unit 8a, Exercise 6 Mobile Libraries

My name is Mohammed Rafi Farouk. I am working as area manager the ARIC Box Library Extension which is mobile libraries. This mobile library was established in 1996 and initially this library started with 200 books in different titles. The goal is to enhance and encourage people to read and enjoy reading, and the objective is to provide rural population school students in all community, education supplementary material and information or other relevant information to rural populations. It's a mini library – it has different subjects: children, history, literature, health, geography, biographies, beekeeping, environment, economy, agriculture, disabled in society, development. So all these requests we are collecting from the field. We are trying to purchase these requested books from bazaar, publishers or other organisations who have published. In case it's not available in all these mentioned places, then we have an editorial board, and then we are contracting authors to write us a book, and the language must be very simple and oral because it is usually going to rural population and it must be very simple and not be a very thick book.

Unit 8b, Exercise 6 Shafiqullah on the importance of learning English

In the present time, I think most of the Afghans need to learn English because most of the communities who have come to Afghanistan to reconstruct or to help Afghan people to reconstruct their country, are English speakers or, if they are not English speakers, they are people who speak in English because English is an international language and everyone speaks, especially those who are working in NGOs and UN agencies, so if you don't know English, how can we communicate with them? This is the first thing. And secondly, how we can get their ideas, because we cannot bring translators from the other countries. We can bring engineers, we can bring doctors, other professionals from abroad, from other countries, for example from European countries or American countries, but we cannot bring any translator or interpreter from the rest of the world. This is our own language, we know this language, so to tell them our ideas, our point of view, we need to learn English and most of people are trying to learn English nowadays, in Kabul and the rest of country.

Answers

Unit 1a

Exercise 2
a. An engineer
b. A doctor
c. A lawyer
d. An office assistant
e. An accountant
f. A translator
g. An interpreter
h. A civil servant
i. A journalist
j. An NGO field worker

Exercise 3
a. <u>place a job advert in a newspaper</u>
b. look at the applications on paper
c. make a shortlist of potential interviewees
d. arrange the interviews with them
e. interview the applicants
f. select the best candidate
g. offer the position to that person

Exercise 4
a. Yes, he does. He is an expert.
b. Yes, he does. You can do some research.
c. He gives good advice.

Exercise 6
a. It is important **to** leave early.
b. It is a good idea **to** save money.
c. You should ~~to~~ talk about your problems.
d. You shouldn't ~~to~~ arrive late for work.

Exercise 8
You can check in the Afghan Voices section.

Unit 1b

Exercise 2
a. To work in an office.
په یوه دفترکې کار کول
b. To use a spreadsheet.
دکمپیوترد جدول یاحسابي پاڼې یا صفحې کارول
c. To work with colleagues
د دفتر د همکارانو یا ملګرو سره کار کول
d. To provide training.
روزنه ورکول، روزل
e. To use a computer.
د کمپیوترکارول یا له کمپیوترڅخه کار اخېستل
f. To prepare a report.
د یوه راپورتیارول یا برابرول
g. To be busy.
بوختېدل یا مصروفېدل
h. To deal with customers.
د اخیستونکو یا رانیوونکو سره چلن یا د هغوی خدمت کول

Exercise 3
a. Yes, she does. She has worked in an office of twenty people.
b. Yes, she is.
c. She can use a word processor, but she can't use a spreadsheet.
d. No, she doesn't.
e. This is your opinion, you decide.

Exercise 5
a. She **has worked** in many different offices before.
b. They **have lived** in Pakistan, Iran and Afghanistan.
c. He **has been** to university.
d. You **haven't used** a computer before.
e. We **have** never **visited** Pakistan.
f. **Have** you **worked** for an NGO before?
g. **Has** she **prepared** a report for a senior manager before?
h. **Has** he **taken** any English language exams?

Exercise 7
You can check in the Afghan Voices section.

Unit 2a

Exercise 2
a. Introduce new colleagues to the other staff.
b. Show someone how to do something.
c. Print a copy of a document.
d. Make a photocopy of a document.
e. Open a folder on a computer.
f. Log on to a computer.
g. Turn off a computer.

Exercise 3
a. False.
b. False.
c. True.
d. False.
e. False.

Exercise 4
a. offer
b. request
c. request
d. offer

Exercise 5
a. Could **you show** me how to print a document?
b. Would you mind **giving** this report to the boss?
c. Shall I ~~to~~ write that email for you?
d. Would you like me to **collect** the order today?
e. Could you **deliver** the books tomorrow?
f. Would you mind ~~to~~ waiting for a moment?
g. Would you like me **to** arrange a meeting?

Exercise 7
You can check in the Afghan Voices section.

Acronym Quiz
MLSA – Ministry of Labour and Social Affairs

Unit 2b

Exercise 2
a. To **suggest** an idea to someone.
b. To **ask** someone to do something.
c. To **give** someone an overview of the problems.
d. To **be** available all the time.
e. To **matter** if we are late.

Exercise 3
a. He suggests that each staff member does their own photocopying.
b. To give Makai time to work on a special report.
c. So that she can be at her desk all the time to answer the phone.
d. No, she doesn't.

Exercise 7
She looks after the accounting, she manages the Centre when her boss is absent. She gives feedback to her boss. She has meetings with Ministers and she manages room bookings for seminars.
She does not service the computers, manage building repairs or do research.

Unit 3a

Exercise 1
a. The National Ring Road.
b. The international roads.
c. The Kabul – Herat highway.

Exercise 2
a. land
b. goods
c. infrastructure
d. enormous
e. unity
f. country
g. reconstruction
h. maintenance
i. asphalt

Exercise 3

First:	Repair the bridge.
Second:	Build village roads.
Third:	Cover the highway in asphalt.

Exercise 5
a. If the snow falls early, we won't ~~to~~ finish the repairs this year.
b. If we **fix** the bridge, the number of deliveries will increase.
c. If we build the village roads, the villagers will ~~to~~ get the medicine that they need.

Exercise 7
Shafiqullah travels locally by car, taxi or bus.
He travels by plane to the provinces.

Acronym Quiz
MPW – Ministry of Public Works

Unit 3b

Exercise 1
i. b. 1955
ii. a. The Shah of Afghanistan
iii. a. a bird
iv. b. Kandahar
v. b. 1968

Exercise 2
a. Kabul to Dubai, to fly on Wednesday next week.
b. No, she doesn't.

Exercise 4
a. So, what you want is a return ticket from Kandahar to Mazar-al-Sharif on Saturday, 29th of September.
b. So, what you need is the phone number for the flight reservations department in Kabul.
c. So, what you should do is go to the embassy, collect a visa form, complete it and return it to the embassy.
d. So, what you think is we should travel by road to Pakistan, go to Faisalabad airport and fly to New York.

Exercise 5
a. To Faizabad "tomorrow".
b. There is no vacancy, but he can make a stand-by booking.
c. He has to complete a request form and get it authorised.
d. By two o'clock.

Acronym Quiz
UNHAS - United Nations Humanitarian Air Service

Unit 4a

Exercise 2
Both IDPs and refugees have left their homes. IDPs have remained in their country. Refugees have gone to another country. IDP stands for 'internally displaced person'.

Exercise 3
a. see
b. information
c. origin
d. representatives
e. military
f. leaders
g. situation
h. settlements
i. violence
j. concerns
k. meetings
l. work

Exercise 4
a. Yes, they do.
b. For reasons of safety and security.
c. Because if the schools have teachers, people will be happier to return.

Exercise 5
Examples 'c' and 'd' refer to future possible or imaginary situations. Notice the use of 'would'.

Exercise 7
You can check in the Afghan Voices section.

Acronym Quiz

UNHCR – United Nations High Commission for Refugees

Unit 4b

Exercise 1

Essential living supplies	House building materials
tents	bricks
charcoal	roof beams
blankets	window frames
kerosene	shovels
stoves	windows
plastic sheeting	doors

Exercise 2

a. Yes, he does.
b. The plans are not perfect. He needs help with them.

Exercise 3

Countable	Uncountable
a brick	money
a roof beam	charcoal
a house	water
a stove	kerosene
a door	wood

Exercise 4

'How much...?' for uncountable nouns.
'How many...?' for countable nouns.

Exercise 6

He needs tissue paper, batteries, notepads, pens and pencils. He is supposed to fill in a request form and sign it but Farshad fills in the form for him!

Acronym Quiz

UNDP – United Nations Development Programme.

Unit 5a

Exercise 2

a. Broadcast journalism is on the television or the radio.
   Print journalism is in newspapers or magazines.
b. A journalist finds the information for a news story.
   A news reader gives the news on the television or radio.
c. A press release is written information provided by an organisation for journalists.
   A news conference is when a representative of an organisation gives information to journalists, who may ask questions.
d. A photographer works for newspapers and uses a stills camera.
   A camera crew is the team of people who operate a video camera for TV news.
e. A news report is a news story on the TV, radio or in the newspaper.
   A news article is a news story in a newspaper which may also analyse a situation.

Exercise 3

The potential problems concern how women with either children or jobs can follow the intensive courses.

Exercise 5

a. Could you tell me how much the course costs?
b. Could you tell me how many students there are in each class?
c. Could you explain why you offer English tuition?
d. Could you tell us when women can start training at the centre?

Exercise 7

You can check in the Afghan Voices section.

Acronym Quiz

MOIC – Ministry Of Information and Culture.

Unit 5b

Exercise 2

a. The NK2.
b. 300.
c. The NK2.
d. The PX5, because it is small enough to fit in his pocket.

Exercise 3

a. The PX5 is smaller than the NK2. <u>Adjective</u>
b. The battery life is much shorter. <u>Adjective</u>
c. The PX5 looks more modern than the NK2. <u>Adjective</u>
d. The NK2 is much larger. <u>Adjective</u>
g. The TALK 200 costs less money per month. <u>Noun</u>
h. You get fewer free minutes. <u>Noun</u>

Exercise 5

a. A sales executive.
b. AWC – Afghan Wireless Communication Company.
c. Translating and interpreting.
d. Information about the company and the facilities it provided.

Acronym Quiz

GSM – Global System for Mobile communications.

Unit 6a

Exercise 1

i. b. 01.04.04
ii.. a. 502
iii. b. a president and two vice-presidents

Exercise 2

a. National Assembly is the name for the whole parliament.
   Upper house is one part of the parliament.
   Lower house the other half of the parliament.
b. Vote – This is the verb and also the noun.
   Voter – This is the noun for a person who has a vote.
   Election – This is when the voters use their votes.

c. Nominate – This means to suggest someone for a job or position in an organisation. Elect – This means to choose someone for a position by voting for them.
Appoint – This means to give someone a position in an organisation.
d. President – This is the leader of a country. Minister – This is a senior person in the government.
Civil servant – This is someone who works for a government department.

Exercise 3
a. The people who vote in the election, the Afghan people.
b. The president.
c. The members of the lower house are elected by the people of Afghanistan.
The members of the upper house are not elected; they are appointed by the president and provincial and district councils.
d. The lower house.

Exercise 4
a. Ministers and the central bank governors are appointed by the president.
b. The Wolesi Jirga is elected by the Afghan people.
c. The members of the Meshrano Jirga are appointed by provincial and district councils and the president.
d. New laws are made by the lower house.
e. The laws are approved by the upper house.

Exercise 5
a. The news conference **was** given by a junior minister.
b. The election will be **held** next month.
c. Men and women **are** given equal rights by the constitution.
d. The vice presidents are nominated **by** the other presidential candidates.

Exercise 6
How was the constitution created?
- The draft constitution was developed by a 35 member team over a period of one year.
- Nearly half a million Afghans were asked to give their opinion on the draft version.
- Public meetings were held in villages and peoples' opinions were recorded on paper or on audio tape.
- The Loya Jirga was attended by 502 delegates.
- 50 of the delegates were nominated by the president. The rest were appointed by district councils and regional groups.
- The constitution was approved by these delegates after three weeks of discussion.

Exercise 7
a. She says women's rights and other issues 'are discussing' when she should have said 'are being discussed'.
b. The issues of women's suggestions.
c. How do people compare the past Loya Jirgas with the present one?

Acronym Quiz
ISAF – International Security Assistance Force

Unit 6b

Exercise 2
a. Verbs – stabilise, destabilise
Nouns – stabilisation, destabilisation, stability
b. Verbs – militarise, demilitarise
Nouns – militarisation, demilitarisation, militia
c. Verbs – arm, disarm
Nouns – arming, disarming, army

Exercise 3
a. In order to **stabilise** the country, we need to improve security across Afghanistan.
b. The local militia must be **disarmed**. They must give their guns to the government.
c. In Kabul there should not be any armed groups, the **demilitarisation** of Kabul is part of the Bonn peace agreement.
d. We need a national **army** that is strong and loyal in order to maintain security.

Exercise 4
a. Yes, he does.
b. Yes, they do. They receive clothes and money.
c. No, he doesn't.

Exercise 5
a. The DDR programme is making progress.
b. More and more members of different militia **are being disarmed**.
c. They are leaving the militia.
d. These former fighters **are being** successfully **reintegrated**.
e. The government is working hard to improve the economy.
f. I think the army is getting bigger every day.

Sentences '**b**' and '**d**' use the passive voice.

Exercise 7
You can check in the Afghan Voices section.

Acronym Quiz
DDR – Disarmament, Demobilisation and Reintegration.

Unit 7a

Exercise 1

Countable	Uncountable
amputation	medicine
vaccination	hygiene
diet	sanitation
vitamins	malnutrition
midwives	
disease	

Exercise 3
The correct order is

d. Organise the patients.
e. Vaccinate patients.
c. Have something to eat.
b. Run the mother and child clinic.
a. Distribute medicine.

Exercise 4
After eating lunch, we hold the mother and child clinic.

When we have finished this clinic, we hand out medicines to…

Exercise 5
make write read publish

a. Once I **have written** the report, I give it to the senior manager.
b. **Having read** the report, the senior manager gives it back to me with suggested changes.
c. After **making** the necessary changes, I publish the report on the internet.
d. When I **have published** the report on the internet, I tell the senior manager so that he can check it online.

Exercise 7
b. He is given the discussion issues and topics by the writers.
a. He travels to different provinces in Afghanistan.
c. He holds meetings with villagers and they discuss the issues and topics.
f. He records the villagers' ideas and opinions.
h. He returns to Kabul.
j. He writes a report for the writers.
g. There is a consultative meeting and solutions for the issues are discussed.
e. The issues are put in the drama 'New Home, New Life'.
i. The drama is broadcast to Afghanistan.
d. People learn things from the drama about the important issues.

Acronym Quiz
WHO – World Health Organisation.

Unit 7b

Exercise 1
anti-personnel mines – mines designed to kill people
minefield – an area of land with a lot of mines
demining – the process of removing mines
mine clearance operations – projects to remove mines
mine awareness – education and information about mines to help people live safely
cluster bombs / munitions – small brightly coloured bombs which are dropped in large numbers
UXO – Unexploded Ordnance – Unexploded bombs.

Exercise 2
a. aware – adjective
awareness – noun
unaware – adjective
b. aware and unaware

Verb	**Noun**
clear	clearance
detect	detection
remove	removal
explode	explosion

Adjective	**Opposite adjective**
cleared	uncleared
detectable	undetectable
removable	unremovable
exploded	unexploded

a. We use dogs to **detect** mines, and then we clear the area.
b. Some mines are **unremovable**, so we explode them without moving them.
c. **Unexploded** bombs are a danger to children, who think they are toys.
d. It takes a long time to completely **clear** a mined area, to make it safe.
e. Did you hear that noise? It was an **explosion**.
f. This is a **cleared** area. It is safe to farm here now. At last.

Exercise 3
a. Andy's suggestions would not target children.
b. They are cheap and will get the message to children.

Exercise 4

a.	I think we should …	Opinion
b.	I think that would be …	Opinion
c.	Yes, that's a good idea.	Agreeing
d.	I'm afraid I disagree.	Disagreeing
e.	I see what you are saying, but …	Disagreeing
f.	I completely agree with you.	Agreeing

Exercise 6
You can check in the Afghan Voices section.

Acronym Quiz
MDC – Mine Detection and Dog Centre.

Unit 8a

Exercise 2
a. a school subject – something you study at school
a school certificate – the piece of paper you get when you leave school, to show your attendance and examination results there
b. a university degree – the qualification you get from university, usually undergraduate
a post-graduate qualification – study after a first degree, for example an MA or a PhD
c. university fees – the money you have to pay to go to a university
a university scholarship – money given to you to pay your university fees
d. an arts subject – usually languages, history
a science subject – usually chemistry, physics, biology, mathematics
e. to graduate in maths – to finish and pass an undergraduate course in mathematics
to graduate from a university – to finish studying at university

Exercise 3

a. No. You have to study something that will help you get a job.
b. No. You must not have any other means of financial support.
c. No. She has not lost her school certificates.

Exercise 4
a. You definitely cannot do something.
b. It is not necessary to do something.

Exercise 6

a. In 1996.

b. To encourage people to read and provide rural populations with necessary information.

c. They ask a writer (an author) to write about the subject.

d. Children, history, literature, health, geography, biographies, beekeeping, environment, economy, agriculture, disabled in society, development.

Acronym Quiz

UNESCO - United Nations Educational, Scientific and Cultural Organisation

Unit 8b

Exercise 1

a. Construction skills
6. bricklaying, roofing

b. Carpet weaving
8. making floor coverings

c. Embroidery
7. decorating textiles and clothes

d. Tailoring
1. sewing, making clothes

f. Vehicle mechanics
3. fixing cars and motorbikes

g. Literacy
4. reading and writing skills

h. IT skills
5. using word processing and spreadsheet software

i. Electrical repairs
2. fixing lights and electronic machines

Exercise 2

1: g. train
2: b. technical
3: j. old
4: i. sewing
5: d. trade
6: c. graduate
7: a. living
8: e. grant
9: h. expenses
10: f. tool

Exercise 3

a.

1. An embroidery course – Person A.
2. A computing course – Person C.
3. A course in electrical repairs – Person B.
4. A course in vehicle repairs – Person D.

b. Doing the course means that Person A can work from home and earn money.
Doing the course will give Person C the opportunity to apply for a job with an NGO or the UN.
Doing the course will give Person B the chance to get a job as a mechanic.
Doing the course will allow Person D to set up his own business.

Exercise 6

You can check in the Afghan Voices section.

Acronym Quiz

AWEC – Afghan Women's Educational Center.

Ib Getting the job - The interview

Ideas and experiences

1. What normally happens in an interview? What do people talk about?
Write some ideas below. Have you had an interview before? What job was it for?
How did you feel before, during and after the interview?

په کاري مرکې کې څه وي؟ خلک په کې د څه په اړه غږېږي؟ خپل نظرونه لاندې ولیکئ.
تاسو کله کاري مرکه لرلې ده؟ د کومې دندې له پاره وه؟ تاسو له کاري مرکې څخه دمخه،
د کاري مرکې په ترڅ کې او له هغې څخه وروسته څه احساس کاوه؟

Vocabulary

2. All of these words and phrases are connected with working in an office. Can you translate them? Check your ideas in the glossary.

دالاندې ټول عبارتونه ددفتري کار پورې تړلي عبارتونه دي. کولای شئ، هغه وژباړئ؟ خپل
ځوابونه د کتاب د پای دویوکو (کلیمو) د شته زېرمې سره پرتله کړئ.

a.	To work in an office	b.	To use a spreadsheet
c.	To work with colleagues	d.	To provide training
e.	To use a computer	f.	To prepare a report
g.	To be busy	h.	To deal with customers

Listening / Reading

3. Khalid is interviewing Makai for a job as an office assistant.
Read / Listen to part of the interview and answer these questions.

خالد د مکۍ سره د یوه دفتر د سکرترۍ د دندې له پاره کاري مرکه کوي. د مرکې
یوې برخې ته غوږ ونیسئ\ ویې لولئ او دې پوښتنو ته ځوابونه ورکړئ.

a. Does Makai have experience working in a large office?
b. Is she happy in a large office?
c. What computer skills does she have?
d. Does she usually work with senior managers?
e. Do you think Makai seems nervous or confident?

Khalid's office, Kabul

Khalid: Have you worked in a large office before?
Makai: Yes, I have. I have worked in several offices. The largest one was with a printing company. There were 20 people working in that one.
Khalid: That's quite large. When did you work there? Did you enjoy it?
Makai: Oh yes, very much. I worked there last year. I liked working with so many colleagues and it was always busy.
Khalid: I see. From your application I see that you can use a computer. Have you used word processing software before?
Makai: Yes, I have. I used several programs when I was working for the printing company.
Khalid: What about spreadsheets? Have you used a spreadsheet before?
Makai: A spreadsheet? Erm, no, I haven't. But, I learn programs very quickly.
Khalid: Well, we can provide some training. I'd like to ask about your work in offices. Have you prepared reports for senior managers before?
Makai: No, I haven't. My work has usually involved administration or dealing with customers.

Function

4. Talking about your experience د خپلې تجربې په اړه غږېدل

Look at the example sentences. We use this language when we talk about our experiences in the past, but we are not concerned with exactly when we had the experience. This language indicates that something happened before now.

Notes

Notes

English for Today انګليش فار ټوډې يو کتاب دى چې فيته (کسېټ) هم له ځانه سره لري او د بي بي سي په راډيوو کې به هم دژب لوست لړۍ د افغانستان لپاره پرې خپره شي. دا کتاب په دري او پښتو ژبو کې شته. زده کوونکي له راډيوي لړۍ او له فيتې (کسېټ) پرته هم له دې کتاب څخه ګټه اخيستلاى شي او يا هم کېداى شي په ټولګي کې د ښوونکي د سرچيني په توګه ترې کار واخيستل شي.

ددې کتاب مواد د ښوونکو، زده کوونکو او په افغانستان کې د نورو په کار بوختو هغو کارپوهانو د پوهې او نوښتونو په ترڅ کې رامنځ ته شوي دي چې د پراخې ټولنې او بهرنۍ نړۍ سره د مفاهمې په کار کې د انګليسي ژبې په ارزښت پوهېږي. برخه والو په هغو ناستو کې چې دکابل پوهنتون دانګليسي ژبې د زده کړې د سرچينو له خوا جوړې شوې وې خپلې مفکورې سره شريکې کړې او په بېلا بېلو ځايونو کې په شوو بحثونو او کارونو کې يې ونډه اخيستې ده.

ددې کورس موخه داده چې له تاسو سره مرسته وکړي په انګليسي ژبه د خپلې مفاهمې وړتيا پياوړې کړۍ. دا کورس په ځانګړي ډول د افغانستان اوسنيو شرايطو کې دانګليسي ژبې د کارونې بهير ته په پام کولو، ليکل شوى دى. په افغانستان کې د نړيوالې ټولنې د ميشتو او کارکوونکو غړو سره د کار او مفاهمې لپاره انګليسي ژبې ته اړتيا لرۍ. همدا راز انګليسي د نړيوالې ژبې په توګه هم ارزښت لري.

په دې کورس کې ډېر پام هغې انګليسۍ ته شوى دى چې د کار په برخه کې کارېږي. دا هغه ډول ژبه ده چې تاسو يې د ځانګړې مفاهمې لپاره کاروۍ. د ساري په ډول، يو چاته يو وړانديز کوۍ او يا خپل نظر ښکاره کوۍ. دا کورس د غوږ نيولو، لوستلو، لغاتو زېرمه او د ژبې دکاري تمرينونو برخه لري چې ټول له اتو برخو جوړ دى او هره برخه بيا دوه، الف او ب، اجزاوې لري. د هر تمرين لارښوونې په دري او يا پښتو ژبې ژباړل شوي دي.

دا نوښت د British Council او په لندن او افغانستان کې د بي بي سي د همکارۍ يوه پايله ده چې موخه يې مالي ګټه نه ده.

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ENGLISH FOR TODAY

AN INTERMEDIATE COURSE FOR AFGHANISTAN

BRITISH COUNCIL

BBC

دغه بېلګه يي جملې وګورئ. کله چې موږ په تېرمهال کې د خپلې تجربې په اړه غږېږو داسې ژبه کاروو، خو موږ په دې اړه اندېښنه نه لرو چې دا تجربه مو کله لرلې ده. دا ژبه ددې ښکارندويي کوي چې له اوسمهال څخه د مخه کوم څه شوي دي.

***Have you worked** in a large office before?* ***Yes, I have**. **I've worked** in several offices.*
***Have you used** a spreadsheet before?* ***No, I haven't**.*
Have you prepared** reports for senior managers before?* ***No, I haven't.

Practice

5. Change the verbs into the correct form in these sentences.

په لاندې جملو کې د فعلونو سم شکل وکاروئ.

a.	She ____ ____ in many different offices before.	(work)
b.	They ____ ____ in Pakistan, Iran and Afghanistan.	(live)
c.	He ____ ____ to university.	(be)
d.	You ____ ____ a computer before.	(not use)
e.	We ____ never ____ Pakistan.	(visit)
f.	____ you ____ for an NGO before?	(work)
g.	____ she ____ a report for a senior manager before?	(prepare)
h.	____ he ____ any English language exams?	(take)

Practice

6. Here is a job advert. Imagine you are the interviewer. Prepare some questions for the interview which use the language described above.

د يوې دندې (کار) په اړه دغه اعلان ته پام وکړئ. داسې وګڼئ چې تاسو کاري مرکه کوئ. پورتنۍ ژبې ته په پام سره دمرکې له پاره خپلې پوښتنې جوړې کړئ.

UNHDCF

We are looking for an office manager for our large busy office in Kabul.
The ideal candidate will be Afghan with fluent English.

Experience of the following required:

- Using word processing and spreadsheet software
- Managing the office accounts
- Working with the international community
- Managing the office staff
- Organising work schedules – daily and weekly
- Dealing with enquiries from abroad

The ideal candidate will have good communication skills, be hard working and able to contribute to the positive office atmosphere.

Afghan voices

7. Farida works in a Human Resources department for the UN. Listen to her explain the recruitment procedure to a colleague. What stages does the process follow?

فريده دملګرو ملتونو د انساني سرچينو (مامورينو) په څانګې کې کار کوي. هغې ته غوږ ونيسئ چې خپلې همکارې ته د کار ګمارنې (استخدام) بهير تشريح کوي. دا بهيرڅه پړاوونه لري؟

2a Working life – In the office

Ideas and experience

1. There are many job opportunities in offices. Imagine you are an office assistant in a UN office. What kind of equipment would you expect to find in the office? What kind of office duties do you think you might have?

په دفترونو کې د دندو ډېرې شونتیاوې شته. داسې وګڼئ چې تاسو دملګرو ملتونو په
یوه دفترکې سکرتر یاست. په دفتر کې د څه ډول کاري وسایلو فکر کولای
شئ؟ څه فکر کوئ چې څه ډول دفتري کارونه به ولرئ؟

Vocabulary

2. Here are some typical actions that occur in offices.
Match the verbs with the most suitable noun phrases.

دالاندې یو شمېر کارونه په دفترونو کې کیږي.
فعلونه د هغوی د وړ نوم لرونکو عبارتونو سره جوړه کړئ او ترمنځ یې کرښه راکاږئ.

a.	Introduce	a folder on a computer.
b.	Show	a copy of a document.
c.	Print	a computer.
d.	Make	to a computer.
e.	Open	new colleagues to the other staff.
f.	Log on	a photocopy of a document.
g.	Turn off	someone how to do something.

Listening / Reading

3. Read / Listen to these office conversations. Are the sentences true or false?

دغو دفتري خبرو اترو ته غوږ ونیسئ. دا جملې سمې دي او که ناسمې دي؟

a. Makai has worked in the office for several weeks.
b. The senior manager wants Makai to write an order form.
c. Makai doesn't know where the order form folder is.
d. Makai makes several copies of the order form.
e. Makai is a lazy worker.

<u>A UN office in Mazar-al-sharif</u>

Senior manager (SM):	Morning everyone, I'd like to introduce our new office assistant, Makai.
The international staff:	Hi, hello, hello.
Makai:	Hello, nice to meet you all.
The international staff:	And you!
SM:	Ok, so here's your desk, shall I show you how to log on to the computer?
Makai:	Yes, please. Is there a special password?
SM:	Yes, let me show you.
SM:	Makai?
Makai:	Yes?
SM:	Could you print a copy of the standard order form for me?
Makai:	Yes, of course.
Makai:	Erm, excuse me, Dominique. Would you mind showing me the folder with the order forms?
Dominique:	Of course not. Let's see…open the admin folder on the c drive, then click there… and there… and there it is.
Makai:	OK, thank you.
Makai:	Excuse me, here's a copy of the order form. Would you like me to make some photocopies for you?
SM:	No, thank you. That's OK. I just need a master copy for my file.

Acronym Quiz

Are you an AE or an AI?

What does MLSA stand for?

a. Member of Light Security Agency
b. Ministry of Law and Security Activities
c. Ministry of Labour and Social Affairs

What do you think?

SM: Makai, you're still here! I think you should go home now. It's getting late.
Makai: I know. I just wanted to read any new emails.
SM: You can't do any more work tonight. Anyway, I have to turn the generator off.
Makai: Oh yes, of course. It is time to go then!

Function

4. Offers and requests

ست (یا د کار وړاندیز) او غوښتنه

You make an offer when you say you can do something for someone.
You make a request when you ask someone to do something for you.

چې کله یو چاته وایې چې یو کار ورته کولای شې، تاسو هغوی ته د خدمت وړاندېز (ست) کوی.
کله چې له چاڅخه غواړې یو کار تاسو ته وکړي، نو تاسو غوښتنه کوی.

Look at these sentences. Are they offers or requests?

دغو جملو ته پام وکړې. دا د ست (وړاندیز) او که د غوښتنې جملې دي؟

a. Shall I show you how to log on to the computer?
b. Could you print a copy of the standard order form for me?
c. Would you mind showing me the folder with the order forms?
d. Would you like me to make some photocopies for you?

Be careful: 'Would you mind doing something?' means 'Is it a problem for you to do something?'. You must be careful with your answer. If you say 'No', then you are saying that you are happy to do something. If you say 'Yes', then it is a problem for you to do something.

پام وکړې چې would you mind doing something جمله دا مانا لري چې (دیوه کار په کولو
کې تاسو ته څه ستونزه شته او که نه.) په ځواب ورکولو کې پام وکړې. که ځواب مو (نه) وي نو تاسو
وایې چې د هغه کار په کولو خوشاله یاست. که ځواب مو (هو) وي، نو په کولو کې یې ستونزه لرې.

Practice

5. Each of these sentences has a mistake. Correct the sentence.

دالاندې هره جمله یوه تېروتنه لري. تاسو جملې سمې کړې.

a. Could show you me how to print a document?
b. Would you mind give this report to the boss?
c. Shall I to write that email for you?
d. Would you like me to collecting the order today?
e. Could you delivering the books tomorrow?
f. Would you mind to waiting for a moment?
g. Would you like me arrange a meeting?

Practice

6. Using these verb phrases, think of some offers and requests

ددغو فعلي عبارتونو په کارولو، د یو شمېرستونو (دیوه کارد کولو وړاندېز) او غوښتنو فکر وکړې.

answer the phone	pass on a message	take a break
work late today	organise the delivery	tell the driver to wait
file a document	take a message	check this letter is correct

Afghan voices

7. Farida works in a UN office. Listen to her describe a typical day. Which of the following words and phrases do you hear?

فریده د ملګرو ملتونو په دفتر کې کار کوي. هغې ته غوږ ونیسی چې خپله یوه کاري ورځ تشریح
کوي. د لاندېنیو ویوکو (کلمو) او عبارتونو له ډلې څخه څومره یې اورې؟

deal with	qualities	leads	international colleagues
lifts	entitlements	crew men	national staff

انگلیسي د نن لپاره

د افغانستان لپاره منځنی انګلیسي کورس

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